

Accounts Receivable Associate

Hub Pen is currently looking to hire a new member to join our accounting team in Braintree, MA. We are a rapidly growing company with seven (7) subsidiaries in USA and Canada. This position is an outstanding opportunity to join a rapidly growing organization.

Key Responsibilities:

The key responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Ensure new applicants provide a completed customer application by assessing different forms of information and set them up accurately in the system
- Assist in determining the taxability of certain transactions
- Maintain full compliance with state and federal resale tax regulations and maintain the database of tax exemption certificates
- Update and maintain accurate customer files and records in the system
- Process credit card payments with speed and accuracy
- Follow up on, collect, and allocate payments for credit card customers
- Post cash receipts received via checks and wires
- Perform account reconciliations by making sure prepaid customers have no outstanding balances on their account
- Research and resolve payment discrepancies and customer queries
- Communicate with customers via phone, email, and mail
- Investigate and resolve customer queries
- Help to maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash, etc.
- Perform other tasks as directed by Management

Recommended Minimum Qualifications:

Education and Experience: *or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the key responsibilities of the job.*

- One (1) – three (3) years Accounts Receivable and general Accounting experience
- Proficient with accounting software
- Proficient experience with Microsoft Office Suite, especially Excel

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Knowledge of regulatory standards and compliance requirements
- Knowledge of Accounts Receivables and collection ability
- Knowledge of office administration and general Accounting principles
- Must be able to provide exemplary customer service in fast paced, time sensitive environment
- Attention to detail and accuracy
- Organizational skills
- Problem analysis and problem-solving skills
- Team member

Physical and Mental Requirements

The physical and mental demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- The demands are in the nature to stand, sit, and move within the office.
- Utilization of office equipment, and the capacity to lift up to 20 pounds.

Motor Skills:

- Duties may involve hand-eye coordination and physical dexterity.

Visual Skills:

- An ability to read, see, and differentiate between color is not necessary.

Hub Pen Company is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religious creed, national origin, sex (including pregnancy and gender identity), age, political affiliation, marital status, disability, sexual orientation, military service, genetic information, parental status, retaliation, or other non-merit factors.

Principals Only. No Recruiter please.

Check out Hub's job board: <https://recruiting.paylocity.com/recruiting/jobs/All/9f6ca32b-8fc4-4600-99df-d0697780f98d/Hub-Pen-Company-LLC>