

Cash Application Specialist (Hybrid)

[Sterling, IL](#) • Accounts Receivable

Job Type

Full-time

Description

We are HALO! We connect people and brands to create unforgettable, meaningful, and lasting experiences that build brand engagement and loyalty for our over 60,000 clients globally. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States are the reason HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions.

HALO is looking for a **Cash Application Specialist!** In this role you perform all aspects of cash applications, credit card transactions, and other customer payment processing functions.

This role works a **hybrid schedule with 2x in-person working days at our Sterling, IL headquarters.**

Responsibilities

- Receive and process incoming payments from customers, clients, or other sources using various methods (e.g., checks, wire transfers, credit card payments).
- Deposit/Post any cash or live checks received at the Sterling location.
- Process credit card transactions, including pre-charging, charging, posting, and disputes via multiple methods (e.g., customer self-service portal, dedicated phoneline).
- Contact customers via telephone and email regarding payment application or credit card issues.
- Collaborate with Credit and Collections teams and Sales Executives regarding deposits and customer remittance information.
- Enter rebates and coupon in the system and ensure write-off amount is entered into the GL.
- Other duties as assigned.

Requirements

- High School Diploma or GED
- At least 1+ years of previous direct cash application experience in an office environment
- Proficient in Microsoft Word, Excel, and Outlook
- Great communicator and listener in-person, over phone, email, and video conference
- Values curiosity, creativity, inclusive teams, and achieving results
- Problem solver that is comfortable making judgment calls how to spend time
- Enjoys learning by providing, receiving and responding positively to constructive feedback
- Detail oriented and strong organizational skills
- Able to work overtime when required

Preferred Qualifications

- Associates Degree in Accounting
- Intermediate Excel skills, i.e. Pivot Tables, V-Look-up

More about HALO

At HALO, we unleash the energy of our client's brands and amplify their stories to capture the attention of those who matter most. For that reason, more than 60,000 small- and mid-sized businesses work with HALO and have made us the global leader of the branded merchandise industry.

- **Career Advancement:** At HALO, we love promoting from within. Internal promotions have been the key to our exponential growth in the last few years. With so many industry leaders at HALO, you'll have the opportunity to accelerate your career by learning from their experience, insights, and skills and gain access to HALO's influential global network, leadership experiences, and diverse thinking.
- **Culture:** We love working here and know that you will too. You can expect a positive culture of ingenuity, inclusion, and relentless determination. We push the limits of possibilities and imagination by staying curious, humble, and provocative in order to break through yesterday's limit. Diversity is the source of our

creativity and we thrive when each of us contributes to an inclusive culture of respect, dignity, and equity mindset in everything we do. We keep our promise for excellence with an unrelenting commitment to achieving results and supporting one another to stay accountable, transparent, and dependable.

- **Recognition:** You're going to succeed here, and you can count on us to celebrate your wins. Colleagues across the company will join in recognizing your big milestones and nominate you for awards. Over time, you'll earn so much recognition that you can convert into gift cards, trips, concerts, and merchandise at your favorite brands.
- **Flexibility:** Most roles offer hybrid work. In addition, we pride ourselves on flexible schedules that help you find a balance between professional and personal demands. We believe that supporting our customers is the priority and trust that you and your manager will find a schedule to achieve that priority.
- **Stay well at HALO:** At HALO, we have benefits that support all parts of your life and to find a work-life balance custom to you. We offer nationwide coverage for Medical, Dental, Vision, Life and Disability insurance, and additional Voluntary Benefits. Prepare your financial future with our 401K Retirement Savings Plan, Health Savings Accounts (HSA), and Flexible Spending Accounts (FSA).

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.

HALO participates in E-Verify. Please see the following notices in English and Spanish for important information: [E-Verify Participation](#) and [Right to Work](#).

HALO is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at hr@halo.com. Please do not use this as an alternative method for general inquiries or status on applications as you will not receive a response. Reasonable requests will be reviewed and responded to on a case-by-case basis.