



**EMPLOYMENT OPPORTUNITY  
Pingree Grove, IL**

Position/Title	<b>Accounts Receivable</b>
Reports to	Accounts Receivable Manager
<b>Job Duties/Responsibilities</b>	
1.	Post and reconcile daily cash receipts.
2.	Assist with month end closing functions.
3.	Perform credit/collections activities for assigned group of accounts. Includes determining appropriate course of action to be taken in order to collect balances, within the limits of standard practice.
4.	Contact customers or other interested parties to notify, collect and enforce terms of payment.
5.	Gather and prepare case information for legal or agency collection procedures.
6.	Assist with checking credit ratings.
7.	Charge credit card orders.
8.	Contact customers regarding short payments/over payments.
9.	Ensure compliance with all corporate policies related to credit function.
10.	Perform other duties as deemed appropriate by the A/R Manager.
11.	
<b>Experience, Education and Skills Needed</b>	
1.	Minimum 2 years related experience in accounting, bookkeeping or credit.
2.	Requires good telephone skills and an aggressive yet pleasant personality in dealing with customers.
3.	Proficient with SAP, MS Word/Excel/Outlook

Interested individuals should submit resume to Kathy Duffy:

Phone: 630-570-2394  
 Fax: 847-683-5121  
[duffy.k@minutemanintl.com](mailto:duffy.k@minutemanintl.com)

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