



Job Description -Accounts Receivable/Receptionist– Full-Time
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SUMMARY: Accounts Receivable/Receptionist is a full-time, non-exempt position. This candidate would be responsible for invoicing to a General Ledger (GL), making Accounts Receivable (AR) collection calls, cash entry, answering phones and various Daily, Weekly, and Monthly duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following tasks/responsibilities should be performed by the AR/Jr. Accountant on a **Daily** basis:*

- Posts cash
- Credit card processing
- Completes requests –for-credit paperwork to controller
- Makes Accounts Receivable (AR) collection calls
- Notifies Controller of any potential “Write-offs” or any potential “High” credit risks

The following Receptionist tasks/responsibilities include:

- Answering multi-line telephone system
- Greeting and screening incoming visitors in a professional manner and promptly notifying appropriate person of their arrival
- Ensuring that confidentiality agreements are signed upon visitors’ arrival
- Creating welcome signs for scheduled visitors
- Printing miscellaneous documents (confidentiality agreements; green sheets; job applications; skills/aptitude tests, etc.)
- Opening and distributing incoming mail on a daily basis, and preparing outgoing mail using postage meter

QUALIFICATIONS & SKILLS:

- Adheres to Kastalon Core Values
- Proficient in math
- Ability to create and organize filing system
- Ability to multitask on deadline

EDUCATION & EXPERIENCE:

- 2+ years’ experience in AR preferred
- Experience with customer service and client communication
- Excellent communication and problem-solving skills
- Intermediate to advanced 10-key skills