



## **Accounts Receivable Specialist**

Jewett Cameron is looking for a skilled Accounts Receivable Specialist. This role is responsible for all transactions specific to accounts receivable, as well as assisting with a variety of accounting tasks within the department. This role will work closely with the Accounting team and will be tasked with maintaining the accuracy of the company's financial records. This includes keeping financial records updated and preparing reports. You will use accounting software programs (e.g. ERP) to process business transactions, like accounts receivable and payable, deposits, disbursements, expense vouchers and receipts.

A successful candidate is an open-minded, inquisitive individual who enjoys a collaborative work environment, which values their creative contributions, beyond the product of their work.

Founded in Oregon in 1953, the Jewett Cameron Company strives to develop and build premier products in fencing, pet home, and outdoor living. We are guided by our defining principles of crafted, stewardship and legacy. As such, we apply the same care in developing our products as we do investing in our people, our partnerships, our environment, and in the communities where we live, work and play.

## **Responsibilities in this Role**

- Accounts Receivable data entry
- Daily cash application and cash management reporting
- Communicate with sales and management when necessary to accelerate the collection process.
- Investigate and resolve disputes and payment shortages
- Accounts Payable and disbursement processing
- Assist in month-end close and account reconciliation
- Research, track and restore accounting or documentation issues or discrepancies
- Daily one on one Customer Service and Phone contact with a broad array of people
- Function in accordance with established standards, procedures and applicable laws

## **Ideal Candidate Requirements/Qualifications**

- Associates Degree or equivalent experience in Accounting
- 3 years' experience in Accounts Receivable
- Strong computer skills; in Microsoft Office (Excel, Word, Outlook)
- Advanced Customer Service skills, including proactive problem solving
- Ability to effectively communicate with upper level management as well as with vendors on any issue which may arise from order issues to deduction/repayment
- Ability to work with cross functional teams to deliver appropriate level of customer service.
- Ability to assist collections and customer service teams in settlement of outstanding items.
- Proven ability to utilize technology and tools to improve efficient operation of role.
- Excellent written and verbal communication skills
- Ability to think critically and apply proper judgment to transaction processing
- Willingness, ability and flexibility to work independently and as a team
- Deadline driven
- Discretion and good judgment
- Accuracy and sensitivity to detail

## **Physical Requirements**

- This role requires walking (movement), bending and stretching. Frequent trips from desk to desk and to the warehouse will be required.
- Must be able to lift and/or transport up to 25lb full banker boxes.
- Must have clear visual observation and perception ability for training/instructions provided via computer learning and meeting platforms, as well as for safety purposes while in the warehouse.
- Must be fluent in reading, writing, speaking and understanding English.

## **Jewett Cameron offers a competitive salary and a rich benefits package including:**

- Medical, Dental, FSA and Employer funded HRA
- Profit sharing and an exceptional 401k match
- A family-friendly team with generous and flexible PTO
- An environment dedicated to ongoing learning and professional development