

Full-Time Accounts Receivable Position (Astoria, OR)

Are you AWESOME, LOYAL, and COMMITTED? Englund Marine, a leader in the Marine and Fishing industry, is looking for an experienced Accounts Receivable Specialist for our Astoria, OR location. If you are an upbeat individual who likes working with the public and being a part of a growing company where your efforts can make a difference, then this is the job for you!

The ideal candidate is a hard-working team player who has a cheerful, upbeat personality and wants to be an active driver of the success of the company where they work!

Summary: Accounts Receivable duties with a variety of clerical activities and related tasks while ensuring accuracy and efficiency. Someone who will undertake a variety of financial tasks, including high-volume customer billing. These duties require a candidate who can multitask and accomplish set goals in a timely manner.

Duties include but are not limited to:

- Set up and maintain customer accounts
- Post payments to customers' accounts
- Reconcile accounts to ensure that all payments are accounted for and properly posted
- Research and resolve customer billing discrepancies
- Answer a multi-line phone system and coordinate inbound calls
- Acquire and maintain sales tax and other like certificates needed
- Follow up with customers regarding to collections
- Work with store managers on past-due accounts
- Negotiate payment terms for past-due accounts
- Set up and maintain payment plans for high-risk accounts
- Monthly generation of accounts receivable statements
- NSF check follow-up

Skills Required:

- Work experience as accounts receivable clerk
- Strong analytical and process skill sets
- Excellent attention to detail
- Ability to communicate both in writing and verbally
- Outstanding customer service skills
- Strong phone skills are a must
- Proficiency in Microsoft Office, specifically Excel

Time Requirements:

- Job is Monday – Friday with occasional weekend coverage
- Base hours are 8:00 am to 5:00 pm
- Longer hours are sometimes required during busy times or special events

Wage DOE; starting at \$22.00 an hour

Our excellent benefits include Profit Sharing, 401K, medical, dental, and vision insurance, and personal time off.

If you feel you would be a good fit and you meet all of the above qualifications, please visit our website at <https://www.englundmarine.com/pages/employment.html> to download an application and send the application and/or resume to hr@englundmarine.com