



## Bay Area Beverage

### **Accounts Receivable Staff Accountant**

Are you calm under pressure? Do you enjoy a team environment while being an independent contributor? Bay Area Beverage Company is looking for a Staff Accountant who is responsible for: posting and reconciling daily receipts, contacting customers for collection and resolution of discrepancies, as well as answering sales and delivery questions via phone throughout the day. In addition, this is a key position for interdepartmental communication between Operations and Finance.

#### **SPECIFIC DUTIES**

- Answer multiple phone lines to address sales, driver, customer questions and delivery concerns
- Periodic review and audit of delivery routes to ensure proper billing
- Use GAAP on a daily basis to ensure accurate account reconciliations
- Timely and accurate application of daily receipts
- Work with all internal teams to research and resolve discrepancies to address any outstanding balances with customers
- Regular review and reconciliation of chain account aging
- Contact customers with delinquent accounts and secure payment arrangements
- Learn, comprehend and comply with all aspects of ABC Credit Laws while keeping in line with company policy and procedures
- Report deviation of company and ABC policy to mitigate legal risk for the company
- Collaborate with the Finance team and other departments to improve processes in order to exceed customer expectations
- Cross train with Administration department team members to serve as back-up during absences
- Complete projects directed by Accounts Receivable Supervisor

#### **QUALIFICATIONS**

- 3-5 years recent experience in Accounts Receivable, Collections, and Cash Application
- Strong computer skills
- Intermediate knowledge of Excel and Word
- Ability to multi-task
- Prompt and reliable
- Ability to identify, assess, and resolve problems accurately
- Ability to work independently and as part of a team.
- Exemplary customer service skills
- Experience in regulated industry preferred