

Job description

Key Responsibilities

- Apply payments via check, ACH and other payment methods
- Enter approved billing adjustments to customer accounts, including credit memos, discounts, and approved credits
- Research payment inquiries from customers and assisted with payment reconciliations
- Handle customer disputes in order to confirm valid charges or make billing adjustments
- Provide credit check through D&B and Credit Safe
- Manage accounts with 3rd party collections agencies and make recommendations to senior management
- Work closely with large customers to create unique solutions for receiving payments
- Provide assistance to accounts receivable department for customer reconciliations and processing credit memos.
- Accountable for reducing delinquency for assigned accounts and providing detailed updates on all delinquent accounts.
- Perform other assigned tasks and duties necessary to support the accounts receivable department.

Required Skills

- 3-5 years' experience in accounts receivable.
- Knowledge of Billing and Collections procedures
- Strong attention to detail, goal oriented
- Experience with accounting software
- Ability to prioritize and manage multiple responsibilities

Language skills

- High proficiency in written and spoken English
- Native speaker fluency in Chinese

Job Type: Full-time

Salary: \$14.88 - \$19.00 per hour

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Pompano Beach, FL 33060: Reliably commute or planning to relocate before starting work (Required)