

Worknet

Business Services Tracking System

Job Order

Job Number: 731
CalJOBS Number:
Job Title: Acct Receivable Rep III / Receptionist
Occupational Category: Administrative Support, Including Clerical
City of Job: Los Banos
Experience Required: 1-3 years related experience
Education Required: High School/GED
Number of Openings: 1
Starting Wage: 12.34 hr / or DOE
Wage Negotiable: No
Shift: Day
Duration: Long Term
Hours per Week: 40
Benefits: Medical
Calif. Driver's License: None
Status: Active
Continuous Posting: No

Job Duties:

SUMMARY: Perform general clerical functions, primarily A/R functions and provide general assistance as a receptionist. Support and relieve officials of clerical work, administrative business detail and general accounting tasks. Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System. DUTIES: A/R processing, enter cash receipts for both AR trade and other receivables. Assist with collection calls to customers regarding past due invoices and short pays. Send out statements when applicable, assist with research A/R discrepancies, such as deductions and short pays. Open and maintain A/R customer accounts in the system as approved by management. Process service invoices and credit memos as needed. Deposit checks as deemed necessary. Prepare A/R write-off/adjustment requests for approval. Assist in applying for credit insurance for new customers as requested. Assist in A/R month end reports. Front Office Duties: Greet visitors, have them sign in and make sure they sign and given all necessary documents to be in the facility. Reserve conference rooms, order food for meetings, make hotel reservations when needed. Maintain stock of beverages for meetings. Transfer calls, identify callers before transferring to personnel, take messages, and email the messages to the appropriate person. Maintain the sign in sheet, temp/security access card exchange log. Maintain company car keys and company cards. Take the sign-in log sheet, meet in the specific emergency location, and give the sign-in log to person in charge at location. Maintain the spare keys given to accounting department. Pick up the mail, sort and distribute. Pick up packages at post office when necessary. Order office supplies on a weekly basis. Using Excel and Data spreadsheets to record purchase order numbers and create purchase orders to be signed by management for approval. Deliver items to departments. Provide general assistance for other accounting personnel as needed (Copy, send package by UPS, Fedex and certified mail). Keep minutes for monthly safety meetings. An AA in accounting or business is preferred. es

How to Apply: Please, e-mail your resume to:
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or Fax to: (209) 826-3213
ATTENTION: Jeanna Carmo

Special Instructions:

You may include any work related certifications.