

REPROGRAPHICS INC.

Job Description

Job Title: Accounts Payable/Receivable
Representative

Basic Function

Responsible for billing and receivable functions as well as various customer service functions to support the company's sales goals.

Responsibilities

1. Responsible for all account receivable activities in the office to include preparation, review and maintenance of records.
2. Develop maximum sales potential out of assigned customers through good customer service techniques, and knowledge of the company's products and services as well as the competition's strengths/weaknesses.
3. Apply knowledge of company products/services to efficiently process customer information, and respond to inquiries and complaints in a diplomatic manner.
4. Perform daily billing functions, generate invoices for mailing and initiate shipping orders for back orders.
5. Process and enter account payment information and adjustments into computer on a daily basis.
6. Monitor billings for accuracy and communicate with personnel to resolve discrepancies or verify unusual items.
7. Negotiate with delinquent customer accounts to minimize collection activity potential.
8. Research discrepancies and debit memos to accurately process, issue and post credits/debits to customer accounts as necessary.
9. Establish credit limits for new customers and monitor new accounts based on current financial information, business history and current credit reports.
10. Maintain all records and files and backup documentation related to accounts receivable.
11. Research and respond to all receivable/payable questions in a prompt manner.
12. Calculate prices, discounts and proposals to meet specific customer requirements in an efficient manner.
13. Perform other related duties as assigned.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Computer Literacy
Keyboard Skills
Customer Relations
Customer Service
Computer Literacy

Budgeting
Diplomacy
Filing
Math Aptitude
Negotiations
Organization
Project Management
Time Management

Education/Training

Degree: High School Diploma or Equivalent

Experience

Prior accounting experience helpful.



Applicant Information					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

Education					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

References	
Please list three professional references.	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Previous Employment			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date