



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Accounts Receivable Analyst

Department: Accounting

Reports To: Accounts Receivable Supervisor

Summary: Responsible for posting cash receipts, billing and collections

Core Responsibilities:

- Post cash batches on a daily basis from Signature Lockbox(retail and wholesale)
- Post Board of Education payments when received on daily bank sheet.
- Post wire transfers for accounts receivable when received on daily bank sheet.
- Post and prepare batch for incoming checks that need to be deposited.
- Maintain cash receipt files and off-sight storage records. Recall records on request. Process transactions such as bad debts, write offs, etc. Maintain a folder for these transactions.
- Process and post customer credit card payments.
- Disburse refund checks as they are processed from accounts payable.
- Respond to customer inquiries and fulfill customer requests in a pleasant and professional manner.
- Prepare refund requests and assemble related documentation as specified in procedure.
- Assist mailing invoices, statements and delinquent letters when needed.
- Contact delinquent accounts as assigned, follow-up as required and document progress or results and summarize for supervisor.
- Interact with customer service and accounting as assigned and required
- Performs other job related duties as assigned

Education, Experience, Skills Required:

- High School degree
- Minimum 5 years work experience in a business office environment
- Minimum 2 years accounts receivable experience
- Proficient in PC related software and data entry
- Knowledge of Excel and Word
- Excellent communication skills