

**WE'RE  
HIRING**

## ACCOUNTS RECEIVABLE ASSISTANT

- Post payments (Checks, ACH Debits, Direct Deposits, Credit Cards, Wire Transfers)
- Process and balance daily credit card payments
- Submit invoices electronically via various portals & web procurement sites
- Email invoices
- Complete credit memos / debit memos as needed
- Process credit applications and manage D&B account
- Complete credit reference requests
- Run statements every 15 days
- Contact accounts to collect past dues
- Manage collections / bankruptcies
- Complete W-9s
- Maintain sales tax exemption certificates
- Manage sales tax compliance issues
- Reconcile various accounts
- Compile various monthly reports
- Be knowledgeable and familiar with all products and shipping processes
- Provide top notch customer service in all aspects of the job



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MARKING FLAGS & MARKING PRODUCTS  
*Designed to Leave Your Mark*

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### OTHER DUTIES

- Strong knowledge / experience in accounting
- Good written/verbal communication skills
- Ability to multitask
- Professionalism
- Detail-oriented
- Team player
- Positive attitude