

Accounts Receivable Job Description



Job Title:	Accounts Receivable
Reports To:	VP Finance
FLSA Status:	Hourly
Last Revised:	April 11, 2022

Western Green (WG) is a privately-held company whose mission is providing the ultimate partnership between nature and technology, using natural resources engineered to preserve our natural landscapes – “Blanketing Nature with Nature.” This value creation is predominantly focused on supporting the soil stabilization aspects of civil engineering projects. WG is one of the country’s largest manufacturers of temporary and permanent erosion control products.

Summary:

- The Accounts Receivable position is responsible for many aspects of customers, from receiving credit applications, setting up customers, and collecting and recording payments, all by using skills in project management, organization, and communication. The position will also provide support to the Accounting Department through other daily tasks. All employees of Western Green are expected to demonstrate a commitment to our Mission, Vision, Core Values and Guiding Principles.

Required Skills:

- Minimum 2 years previous Accounts Receivable experience.
- Accounts Receivable experience including recording customer payments accurately in the system as well as making calls to customers on any payment issues and past due balances
- Proficiency in Microsoft Office – Excel, Word, OneDrive.
- Good communication skills
- Attention to detail.
- Ability to problem solve and analyze data.

Desirable Skills:

- Experience with Sage a plus

Education Requirements:

- High School Diploma required
- Associate degree in accounting related discipline, preferred.



Responsibilities:

- Receive customer credit applications and process the request by requesting credit reference checks and researching the company. Prepare package for review and approval by VP of Finance. Set up approved customers in Sage and reach out to customers about the details of their newly established account. Maintain all documentation electronically.
- Maintain and update customer records in the system for any updates and changes.
- Ensure that up-to-date customer tax exemption certificates are maintained on file, as well as W-9's and any other needed information.
- Post all cash receipt payments including cash, check, lockbox, ACH, wire, and credit card. Record amounts from the banking website daily and enter the batches into Sage. Maintain all supporting documentation electronically.
- Work with customers on any issues/questions that may arise related to invoices.
- Develop spreadsheets to track any prepaid amounts paid by customers and apply invoices as processed.
- Reach out to customers on any invoices that are past due or payment amounts submitted that are different than invoiced amount. Calls/emails are typically made when invoices reach 10 days past due. Keep a well-organized process of using calendar to set reminders of when customers need to be contacted. Develop relationships with the customers so that good rapport is established when contacting them regarding any past due or problem amounts.
- Prepare month end document that breaks down the aging buckets of the receivable balance and lists any problem accounts with a short status update.
- Charge finance charges where applicable and run customer statements monthly. Reconcile the a/r subledger report to the trial balance.
- Maintain spreadsheet that tracks customer discounts taken by plant.
- Prepare a monthly review of credit card fees charged to us to ensure we are paying agreed upon rates.
- Work directly with salesmen on any customer payment issues.
- Work directly with the VP of Finance on any special projects that might arise.
- Cross train on other responsibilities in the accounting department, including this position will be the accounts payable backup.
- All the above responsibilities will be performed for Western Green, East Coast Erosion Holdings, LLC, and Vision Green.



I have read and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

Print Name

Date

Team Member Signature

WG Representative-Print Name

Date

WG Rep Signature

