



KAGOME FOODS, INC.

JOB DESCRIPTION

JOB TITLE: ACCOUNTS RECEIVABLE REP II

JOB IDENTIFICATION:

DEPARTMENT: ACCOUNTING

DIVISION: KFI

LOCATION: OSCEOLA, AR

FLSA STAT: NON EXEMPT

REPORTS TO: Controller

HAY/SALARY GRADE: 10

PREPARED BY: CURT BELFORD

DATE: 12/16/2011

REVIEWED: NITA REAMS

DATE: 12/06/2017

UPDATED BY: CURT BELFORD

DATE: 11/16/2018

JOB PURPOSE AND SUMMARY

Monitor accounts receivable ledger for company in order to keep customer balances current. Contact customers for payment status and collect past due account balances. Support and relieve management of clerical work, administrative business detail and general accounting tasks. A certain degree of creativity and latitude is required.

Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System.

DUTIES AND RESPONSIBILITIES

% OF ITEM TIME JOB FUNCTIONS

1. **80% A/R processing**
 - Make collection calls to customers regarding past due invoice and short pays on a weekly basis to ensure proper cash flow.
 - Investigate and resolve A/R problems or discrepancies, such as deductions and short pays.
 - Work with Controller to determine and affect credit hold/release of customer sales orders.
 - Prepare collection plan on all delinquent accounts on a weekly basis. Report issues with A/R collections to management in a timely manner.
 - Prepare write-off requests for approval when necessary.
 - Keep track of all customer credit limits and monitor their volume to insure credit limit is correct.
 - Be available to help with month end and year end closing of the books
 2. **10% Freight Invoice Vouching**
 - Enter/vouch all outbound freight invoices to be paid.
 - Record freight costs on spreadsheet to track actual vs planned costs
 - Assist with other A/P invoice vouching as needed.
 3. **5% Receptionist & Accounting Assistant.**
 - Perform duties as receptionist and accounting assistant by answering main phone, greeting visitors, etc,.. (See **Receptionist & Accounting Assistant** job description).
 4. **5% Other clerical duties as required by Controller.**
- TOTAL 100%**



POSITION DIMENSIONS AND QUALIFICATIONS

Internal Contacts:

Controller, Accounting Dept. personnel, VP of Operations, Customer Service personnel, Shipping/Receiving personnel, Production Clerk, HR personnel, and Sales Dept. personnel.

External Contacts:

Vendors, Customers

Education Level and Focus:

High school diploma. AA in accounting or business is preferred.

Years and Type of Related Experience Required:

4-6 years related experience or equivalent combination of education and experience.

Skills and Abilities:

Interpersonal and Communication:

Effectively communicate with management, co-workers and external contacts, telephone skills.

Technical and Analytical:

Typing, PC and assorted software programs such as Excel and word processing, 10 key, operate general office equipment (e.g. copier, fax machine, typewriter). Ability to gather, analyze and identify appropriate variances.

Administrative and Operations:

Organize job responsibilities to complete work on a timely basis.

Physical Demands:

Ability to sit and work in front of a computer terminal for long periods (may sit for approx. 7+ hours with 2 hour intervals being in a stationary sitting position). May lift up to 25 lbs.

Work Environment:

Office environment with low to moderate noise levels. May be required to go in to warehouse area with high noise levels, wet floors, forklift and pedestrian traffic, extreme hot/cold climate.

Special Equipment Used:

Computer with emphasis on spreadsheet skills, copier, fax machine, 10-key, and typewriter

Special Requirements:

Willing to work overtime, holidays, and weekends as requested.

Attendance:

Ability to be punctual and have regular attendance. Ability to work overtime. Must be present during first 7 working days following end of month to assist in financial statement preparation for prior month. All appointments, vacation and other time off will not be approved during this time.