



F.W. WEBB COMPANY

## Job Posting

Position Title: Accounts Receivable Clerk

Location: Springfield, MA

Reports To: Operations Manager

Pay Range: \$21.00 - \$25.00 per hour

### Responsibilities:

- Apply incoming checks and credit cards to appropriate customer accounts and invoices
- Track and resolve customer short payments and deductions
- Manage tax deductions, remove as appropriate
- Pursue refunds as required
- Communicate effectively with team members, customers, branches, and store locations
- Assist in answering phone at switchboard, as needed

### Qualifications:

- Experience in Accounts Receivable preferred
- Strong attention to detail
- Knowledge of general accounting and office procedures
- Good interpersonal and communication skills
- Basic math skills
- Date entry experience with good accuracy skills
- PC and/or computer experience
- Excel knowledge is a plus