



## Accounting/Accounts Receivable Specialist

Be a part of the growing JOST International team! JOST is seeking a full time entry level Accounting/Accounts Receivable Specialist in our Grand Haven, Michigan plant. The ideal candidate must be an independent thinker, able to work effectively in a team environment and have a drive to be successful. Excellent communication and organization skills are a must for this position. This position reports to the Controller.

**About The Open Position:** The Accounting-Accounts Receivable Specialist is responsible for the daily customer invoicing, payment processing, collections activities and general accounting support. The duties in this position will be in accounts receivable and accounting functions. This role will also develop into some additional accounting analytical functions and responsibilities. This position will be charged to;

- Accurately process daily JOST customer invoices and daily update and maintain to document imaging system.
- Accurately process customer credits and/or debits.
- Accurately process customer payments and deposit/banking information.
- Investigate and resolve customer any short payments.
- Timely daily and weekly communication with JOST Customers, Controller, Director of Warranty as well as JOST Inside/Outside Sales department to resolve past due invoices and balances.
- Review customer terms and collection service processes with management.
- Timely maintain customer pricing contracts in AS 400 system.
- Provide month end, year end and audit support.

**Are You A Good Fit For This Job?** - You could be right for this job if you have:

- Solid working knowledge and experience in Microsoft; Excel, Word, and Outlook.
- Highly detailed aptitude with critical thinking and reasoning and the ability to follow tasks through to completion.
- High level of accuracy in all prior work experiences.
- Excellent organization, communication and interpersonal skills.
- Ability to work alone as well as on a cohesive, supportive team.
- Ability to take direction and also possess a self-driven propensity to succeed.
- Completion of Associates Degree or higher in Finance or Accounting.
- Ability to gain an understanding of, knowledge of and adherence to JOST's Basic Processes.

Qualified candidates may send a current resume by e-mail to: [bteunis@jostinternational.com](mailto:bteunis@jostinternational.com). With resume, include a brief letter of introduction with applicable education information and work related references. JOST International offers competitive salary and bonus' with excellent benefits to include; a 401k company match, medical and dental insurances, Health Savings Accounts (HSA), prescription insurance, vision insurance, group life plus additional voluntary insurances and access to our free JOST International Health/Urgent Care Clinic.

JOST International participates in E-Verify and is an Equal Opportunity Employer.