



Bobak Sausage Company
5275 S. Archer
Chicago, IL 60632

POSITION: AP/AR/Collections Clerk

The purpose of this position is to assist with the day-to-day functions of the Accounting department with a focus on accounts receivable, accounts payable and collections. Ideal Candidate will have experience in AP/AR with emphasis in Collections. This individual should possess strong organizational and interpersonal skills.

Job Description:

AP/AR Responsibilities:

- Daily Accounts Payable Processing
- Establish and maintain all accounts payable and insure that quantities invoiced match receiving reports and maintain manual accounts payable files.
- Review all invoices for appropriate documentation and approval prior to payment.
- Processing of all AP checks
- Distributes checks as required.
- Answers all vendor inquiries.
- Process Accounts Receivable statements
- Process AR payments daily
- Prepare daily manual deposits of AR payments
- Review invoices thoroughly to ensure billings are in accordance with contracts and purchase orders, and if all invoices are paid timely
- Assist in monthly closings.
- Prepare analysis of accounts, as required.
- Perform other duties as assigned.

Collections Responsibilities:

- Review open accounts for unpaid or short paid invoices
- Make collection calls in a professional manner while keeping and improving customer relations.
- Resolves client payment problems and reviews accounts receivable delinquency, applying good customer service in a timely manner.
- Collect customer payments in accordance with payment due dates.
- Identify issues attributing to account delinquency and discuss them with management.
- Review and monitor assigned accounts and all applicable collection reports.
- Provide timely follow-up on payment arrangements.
- Faxes documents to accounts and follow up.
- Performs other duties as assigned.

Job Requirements:

- Associate degree in Business Administration, Finance, Accounting, or equivalent experience in related areas
 - 2+ years relevant work experience in one or more of the following areas: accounting, billing and/or collections
 - Proficient with Microsoft Office Suite of products including, but not limited to Excel and Word
 - Understanding of the billing, credit, collections, and customer service activities, generally accepted accounting principles, and internal accounting controls
 - Demonstrates strong organizational and interpersonal communication skills, and creative problem solving ability
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Interested candidates please submit Resume to jobs@bobak.com.

Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, skills, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

Bobak Sausage Company is an Equal Employment Opportunity Employer.

