

# Anta Electric

## Job Description



Last Updated: 06/26/19

**Job title: Collection/Account Receivable**

**Work Location: 32 Richboynton Road, Dover, New Jersey 07801**

**Division/Department: Accounting**

**Reports to: President**

**Full-time**  
 **Part-time**

**Exempt**  
 **Nonexempt**

### Essential Duties and Responsibilities:

An Accounts Receivable Specialist is responsible for collecting payments for a company. Specialists use skills in project management, organization and communications to collect payments from clients and customers. Accounts Receivable Specialists also track payments and make banking deposits. They may also be in charge of running reports that document profits and losses for an organization.

- Communicating with clients and customers to request and arrange payments
- Updates receivables by totaling unpaid invoices. Creating reports and balance sheets that document overall profits and losses
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Maintained customers' files in Higher Gear
- Resolves valid or authorized deductions by entering adjusting entries.
- Provided word-processing and clerical support.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Updating client accounts based on payment or contact information
- Maintain accounting ledgers by verifying and posting account transactions

### Education and/or Work Experience Requirements:

- Associate degree is not required, but preferred
- Must be proficient in QuickBooks, Excel and Word
- 3+ years or similar experience in Account Payable/Receptionist environment preferred
- Must be able to work in a team environment
- Strong computer and communication skills
- Excellent organizational and time management skills
- Previous experience with QuickBooks, Excel preferred but not required
- Flexibility to work overtime as needed

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**Other Requirements:**

- Ability to maintain regular, punctual attendance.
- Must be able to talk, listen and speak clearly on telephone.



32 Richboynton Rd  
Dover, NJ 07801  
Tel 973 366-2222  
Fax 973 366-0075

**Job Title:** Buyer

**Department:** Production

**Required Job Specific Training after Hire: The topics listed below are required to be trained within the time frames indicated.**

**“On the Job” (OTJ) training will take place when the assembler is assigned those tasks. An “On the Job” training form (# 300297) must be completed and signed by the Supervisor. This training should also be added to the New Hire Training Form (# 300131) and signed in accordance with PRM 009 (Competence, Awareness and Training)**

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager signature:**

**Date:**

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Date required:	Training Topics:
Day 1	The Company & Organization
Day 1	Product Overview
Day 1	Quality Management System
Day 1	OSHA: Fire, Health, Safety
Day 1	Employee Handbook <b>(Read and SIGN)</b>
Week 1	Basics of Visual Job Shop (ERP System)
Week 1	Work Order Creation
Week 1	Master Schedule Updates
Week 1	Purchase Order Entry
Week 1	Order Expediting Process
OTJ	Invoicing Review and Approval Procedures
OTJ	Receipt of Goods Procedures
OTJ	Material Netting report
OTJ	Consignment Program
OTJ	Customer Specific Processes as Required