



**Position:** Accounts Receivable Clerk

**Compensation:** Salary based on experience

**Benefits Offered:** Health, Dental, Life Ins., 401(K) with a company match, Paid Holidays, Vacation, Tuition Reimbursement, Annual Bonus, Onsite Wellness/Fitness Center, Voluntary Benefits include (Short Term Disability, Long Term Disability, Accidental Death, Critical Illness, Vision, Supplemental Life), and more.

**Employment Type:** Full-Time

**Qualifications:** Qualifications include being PC literate, MS Word, Excel, (knowledge of SAP and Business intelligence a plus), Associate degree in Accounting or equivalent, plus 2-4 years' experience preferred, demonstrated leadership skills and ability to work as a team. Must be able to pass a pre-employment physical and drug test.

**Job Summary:** The Accounts Receivable Clerk has authority to initiate and complete such actions as necessary to fulfill the following assigned duties.

**JOB DUTIES:** Credit Approvals-The Accounts Receivable Clerk is responsible for investigating the credit history on new and existing accounts and granting or denying credit. Collections-Responsible for contacting past-due accounts either directly or through Brokers and Regional Sales Managers. Collection duties include maintaining a follow-up system for past-due accounts, evaluating and working with third party collection agencies and attorneys and recommending when an account should be written off as uncollectible. Also responsible for keeping key management informed of all major slow paying accounts. Accounts Receivable-The Accounts Receivable Clerk maintains the computerized accounts receivable information system. This includes daily matching of incoming checks with invoices and entering the necessary information into the computer. Short Payments-Responsible for working with the sales department in resolving any short payments. Aging Report-Responsible for issuing accounts receivable aging reports to management on a weekly basis. Process Distributor Bill backs. Maintain Agreements and pay Broker Commissions and Buying Group Rebates. Maintain Group Master List. Other duties as assigned as well as back up for the Accounts Receivable Department. Must Demonstrate leadership skills and ability to work as a team.

**Working Conditions:** This position will be in an office environment. Candidate must be able to tolerate long periods sitting at a computer.

**About Brakebush Brothers Inc. in Westfield, WI:** As a family owned company, Brakebush celebrated their 90th Anniversary in 2015. Throughout the years, with the help of a dedicated, experienced workforce, Brakebush has kept the same ideals that our founders started - providing the highest quality products to meet the needs of restaurant operators, schools, healthcare facilities, convenience stores and everyone who wants to serve their customers great tasting chicken.