



Accounts Receivable Specialist – Job Description

We are seeking a dedicated and detail-oriented Accounts Receivable Specialist to join our team at Mayer Malbin Company, Inc. This in-office position requires excellent organization and time management skills, with working hours from 7am to 4pm and a one-hour lunch break, totaling 40 hours per week.

Job Responsibilities:

- Timely and accurate posting of accounts receivable payments
- Actively pursue collections on delinquent accounts and handle necessary tasks for resolution
- Process credit applications efficiently and effectively
- Assist with various office duties and tasks as needed
- Utilize CRM tools, project management systems (such as Asana), Google Workplace, and Microsoft Excel for efficient workflow management
- Demonstrate diligence, promptness, and adaptability in all tasks
- Perform other departmental duties, as assigned
- Adhere to the rules and regulations as set forth in the Employee Handbook

Qualifications:

- Prior experience in a similar role is preferred
- Bachelor's degree is preferred
- Proficiency in using CRM software, project management tools, Google Workplace, and Microsoft Office (Word & Excel)
- Strong ability to follow directions and adhere to established procedures
- Excellent organizational and time management skills
- Ability to work effectively within a team and independently
- Detail-oriented and dedicated to accuracy in all tasks

Join our dynamic team and contribute to the success of Mayer Malbin Company, Inc. as an Accounts Receivable Specialist. If you possess the required qualifications and are ready to take on this exciting opportunity, please submit your application through our website www.mayermalbin.com or on any posted jobsite. We look forward to reviewing your application!