



## Accounts Receivable Clerk II

John R. Burt Enterprises has a full-time opening for an **Accounts Receivable Clerk II** in their Accounting Department. The position is located at the Duro-Last Roofing Corporate Headquarters in Saginaw, Michigan.

### Position Responsibilities:

- Assist with and post customer payments to accounts
- Process adjustments to customer accounts
- Respond to all customer inquiries
- Help resolve issues and problems in a quick and efficient manner to maintain a high customer experience
- Assist with preparing payroll and miscellaneous billings accurately and in a timely manner
- Supporting annual audit requirements
- All other duties as assigned
- Sales Tax Returns-monthly, quarterly, and annually
- Process credit & rebills
- Process tax credits
- Account reconciliations completed

### Skill Requirements:

- Bachelor's Degree in Accounting or related field
- 1-3 years of Accounts Receivable experience; collections experience preferred
- Excellent math skills are required
- Accurate and detail-oriented
- Superior customer service skills, both internal and external, with strong verbal and written communication skills
- Proficient in Microsoft operating systems including Word and Excel; AS-400 experience preferred

### Compensation & Benefits:

We offer a competitive wage and excellent benefit program that includes:

- Medical, dental and vision insurance
- Prescription drug program
- Life and AD&D insurance
- Short and long term disability
- 401(k) retirement plan with company contribution
- Paid vacation
- 8 ½ paid holidays
- Profit sharing
- Flexible Spending Accounts

Interested candidates may send their resume utilizing the following link:

[Recruitment \(adp.com\)](http://Recruitment.adp.com)

*JRB Personnel is an equal opportunity employer which values diversity in the workplace. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, familial status, medical condition, or any other status protected by law. All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge, abilities, and business need.*