



## JOB DESCRIPTION

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### A/R and Trade Spending Specialist

**Position Overview:** The Accounts Receivable and Trade Spending Specialist is responsible for processing incoming monies, managing collections of past due accounts, and obtaining detailed deduction documents in order to reconcile accounts on a daily basis for a specified set of customers.

**Essential Job Functions:**

- Applies payments to customer accounts and posts to general ledger
- Manages accounts receivable for specific customers and makes collection calls on past due accounts
- Locates deduction documents on various web portals and follows up with external contacts as needed to obtain sufficient documentation to reconcile trade spending
- Works with Data Analysts to ensure monthly trade spending reporting deadlines are met
- Operates typical office equipment and machines such as computers, fax machines, copy machines, etc
- Provides backup as required to other accounting staff
- Complies with all company policies and procedures and operates all equipment in a safe manner
- Performs other duties as assigned

**Supervisory Responsibilities:** None - This position reports to the Controller

**Knowledge, Skills and Abilities:**

- Strong working knowledge of accounts receivable, collections, and customer service
- Possesses excellent problem solving, attention to detail, and organizational skills
- Honest and trustworthy and must maintain confidentiality about company financial and employment matters
- Possesses a strong knowledge of computers and is proficient in the use of Microsoft Office Suite, including Excel and Outlook, as well as Adobe Acrobat. ERP software knowledge is preferred
- Possesses excellent communication skills
- Ability to work both independently and as a member of a team
- Must be able to multi-task and prioritize on a daily basis to meet deadlines
- Proficient with 10 key by touch

**Qualifications:**

- 2 to 3 years of business, finance, or accounting experience is preferred
- A Bachelors Degree in Business, Accounting, or Finance is preferable
- General knowledge of the food industry is preferred but is not required

**Physical Demands:**

- Frequent lifting of filing boxes weighing up to 25 pounds
- Position requires ability to sit for up to 2 hours at a time with extensive data entry and computer keyboard usage
- Frequent standing for long periods of time while filing and copying

**Work Environment:**

- The primary environment for this position is in an office setting