



Accounts Receivable / Customer Service

Carpinito Brothers Landscape Supply/Produce Company in Kent seeks a highly detailed orientated Accounts Receivable person with experience in retail and wholesale customer service to join our team. This position is under the direct supervision of the Accounts Receivable Supervisor. This is a full time position with overtime possibly required.

Responsibilities include:

- Process high volume of accounts receivable invoices
- Post payments on accounts and make daily deposits
- Assist with month end closing
- Ensure general ledger coding is accurate
- The ability to differentiate between taxable and tax exempt sales
- Research, reconcile and resolve issues related to invoices
- Run Credit checks on new customers
- Maintain customer files - keep all filing up to date
- Answer multiple phone lines, route calls and take home delivery orders
- Daily cash count balancing
- Run point of sale cash register
- Work at multiple customer service desks in main office and retail store at same location
- Handle additional related duties that arise
- Assist Human Resource Manager

Requirements:

- Proficient in QuickBooks
- 2+ years' experience in Accounts Receivable
- Proficient in Microsoft Word, Excel and Outlook
- Prioritize deadlines, have strong oral and written communication skills in English
- Willingness to help out other departments
- The flexibility to work overtime is required as needed.
- College level accounting courses preferred
- Will be assigned a set schedule that will be between the hours of 8:00AM and 7:00PM Monday thru Saturday. This position will be 40 plus hours a week.
- Benefits include Medical/Dental, vacation and 401k.

Wages \$15.00 to \$17.00 per hour depending on experience

For immediate consideration please email resume to info@carpinito.com