



We are hiring!

Sunbelt Marketing located in Austell, GA is always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held manufacturers' representatives, we distribute plumbing, piping and HVAC/R products to traditional wholesalers within our industry.

Currently, we are seeking an experienced **Accounts Receivable Coordinator** to help us keep growing. If you're dedicated and ambitious, Sunbelt is an excellent place to grow your career.

Skills & Requirements:

- Ability to post large volume of customer payments by recording cash, checks, and credit card transactions
- Organize and forward invoices to customers/vendors
- Verify validity of account discrepancies by obtaining and investigating information from sales, warehouse, customer service department and from customers
- Resolve valid or authorized deductions by entering adjusting entries
- Resolve invalid or unauthorized deductions by following pending deduction procedures
- Resolve collections by examining customer payment plans, payment history, credit line, coordinating contact with accounting manager for collections
- Contact clients as needed to ensure payment of outstanding invoices
- Reconcile any irregularities in posting cash and receipts
- Work collaboratively with accounts payable and other departments to ensure accuracy in finances
- Actively investigate and resolve discrepancies for incoming payments

Qualifications:

- Bachelor's degree in accounting, finance, business administration or other related field preferred
- 5+ years A/R experience required
- Demonstrated experience performing data entry tasks with exceptional attention to detail
- Strong knowledge of Excel or comparable spreadsheet software
- Excellent communication skills and the ability to handle potential tense interactions with customers
- Desire and ability to work independently within a team environment to accomplish daily goals

Outstanding Benefits, including:

- Health, Dental, Vision, Life & Disability
- PTO Leave
- ESOP / 401K Options

Pay will be determined by level of experience