



POSITION DESCRIPTION	
Position: Accounting Clerk (Accounts Receivable)	
Dept: Accounting	Access to Confidential Information: Yes
Location: Eagan	Directly Reports to: Director of Finance
Shift: 1 st	Indirectly Reports to: CEO
Hourly or Salary: Hourly	Updated by: Ryan Larson
Job Code: FRAAC630	Date last reviewed: 2/12/2021

Summary: This position receives daily deposits, credits customer accounts, follows up on past due receivables, assists the billing clerk, and performs the exceptional debit/credit customer invoicing.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	50%	Accounts receivable activities including ensuring all customer payments are entered and posted in a timely manner, monitoring and resolving small account discrepancies, and producing monthly customer statements to ensure accounts are paid, accurate and up to date. This position also reviews and adjusts credit limits to ensure orders are not placed on hold if a customer is not past due. This position should also meet monthly with the Director of Finance to review the AR Aging over 30 days.
2	30%	Collection and billback activities including but not limited to weekly AR review of aging, contacting customers to resolve past due issues, and working with customer service and sales teams to resolve customer billbacks.
3	10 %	Billing activities such as the processing of special debit and credit memos, Projects Job Costing, and setting up electronic invoicing for new and existing customers to provide timely account information. This position is also responsible for learning and understanding the activities involved in the role of Billing Clerk to be able to act as back up when necessary.
4	5%	Provide support for a variety of tasks within the Accounting Department including but not limited to maintenance of the postage meter account, running mail, export insurance reporting and completing the weekly check run audit.
5	5%	Month and Year End activities including but not limited to reconciliation of the AR Aging report to the General Ledger, completing special audit requests, and bank statement reconciliation to the general ledger. This position will also provide backup to Accounts Payable to ensure invoices are processed and payments are issued in the absence of accounting personnel assigned to this area.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Fundamentals
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things

3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
Knowledge, Education, Experience and/or Certifications:	
<ul style="list-style-type: none"> • Must possess an understanding of the laws and regulations within the accounting and finance industry. • Associates Degree (AA) or equivalent from a two-year college or technical school, or 6 months to 1 year related experience and/or training, or a combination of education and experience. • Database application experience (Infor M3 preferred) • Experience using Microsoft office programs (Word, Excel, Outlook) • On the job training may be required. 	
Skills & Abilities:	
<ul style="list-style-type: none"> • Must possess the ability to read and comprehend simple instructions, short correspondence and memos, write simple correspondence, and communicate effectively with c-workers and management. • Must possess the ability to calculate figures and amounts correlated to discounts, interest, commissions, proportions, and percentages. • Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. • Ability to work evenings and/or weekends occasionally (occasional off-shift overtime may be required). 	

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20				X			
21-35			X				
35-50			X				
51-75		X					
76-100		X					
100+		X					

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting					X	
Talking or hearing					X	

Touch/Feeling		X				
Climb/Balance		X				
Kneeling/Crouch/Squat			X			
Reaching upward or outward			X			
Bending the neck side-to-side or front-to-back			X			
Typing					X	
Pinching/finger manipulation			X			
Grasping/Turning the wrist			X			
Taste/Smell	X					

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate Noise (Examples: office with printers, phones, and light traffic)
- Limited exposure to moving objects