

Job Description – Accounts Receivable Rep.

Job Overview:

- The accounts receivable representative position is responsible for the following:
 - Ensuring the accuracy of customer billings
 - Entering and posting customer payments
 - General data entry
 - The candidate must possess considerable skills in typing, organization, problem solving, and sound judgment

Responsibilities and Duties:

- Examines customer ledgers and documents to ensure the accuracy of billings
- Enters new customers into industry software
- Processes account transfers and location changes
- Enters and posts payments to customer accounts
- Reconciles payments on customer accounts to posted activity
- Makes bank deposits using electronic banking
- Tracks daily deposit activity and reconciles totals to payment batches
- Processes credit card payments
- Organizes and files select customer documentation

Education and Experience:

- High School diploma or GED
- Relevant experience preferred
- Familiarity with Microsoft Office products and adding machines

Competencies:

- Organizational skills
- Attention to detail
- Team oriented

Available Benefits:

- Comprehensive benefits package
- 401(k) and profit sharing
- Paid holidays & vacation/sick time

Supervisory Responsibility:

- None

Work Environment:

- This job operates in a professional office environment and requires the use of standard office equipment such as computers, phones and photocopiers/scanners

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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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type / Expected Hours of Work:

- This is a full-time position and regular work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with the ability to work outside of or in addition to those hours as needed

Travel:

- Travel expectation is approximately 5%

Other:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Heller's Gas, Inc. is an Equal Opportunity Employer

Heller's Gas, Inc. is a supplier of propane products and custom fireplaces to residential, commercial, industrial, agricultural and wholesale customers in the Mid-Atlantic Region. Family owned and operated since 1941, Heller's Gas prides itself on providing customers with quality products at an affordable price.

If you are interested in joining a rapidly expanding family owned company with excellent opportunities for growth, please contact us to apply or for more information!

Contact Information

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