



Patterson Pump Co

Account Receivable Specialist

Department: Accounting

FLSA Status: Non-Exempt

Grade/Level: 2

Job Type: Regular

Work Schedule:

8:00 am to 4:30 pm Monday through Friday.

Overtime as required.

Job Status: Full Time

Reports To: AR Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Posts payments.
- Records debits and credits.
- Collects past due payments from customers by phone, fax, and or email.
- Issue waivers.
- When orders are received, reviews and adds the account number and payment terms.

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Responsible - Ability to be held accountable or answerable for one's conduct.

- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Self-motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: Experience in accounting

Computer Skills: MicroSoft Office (Excel, Word, etc.)

Certifications & Licenses:

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand O
Walk O

Lift/Carry

10 lbs or less F

Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	N
Reach Outward	F	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N		
Crawl	N		
Squat or Kneel	O	Push/Pull 12 lbs or less	O
Bend	O	13-25 lbs	N
Grasp	F	26-40 lbs	N
		41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color)
- Sense of Sound - Normal
- Sense of Touch

WORK ENVIRONMENT

Office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.