

Company Name: Buckeye Ready Mix, LLC

Job Title: Accounts Receivable

Employee Name: _____

Department: Accounting

Status: Hourly

Reports to: Controller

Primary Duties:

- Deposit customer payments via desktop scanning equipment.
- Prepare deposits for physical deposit at bank.
- Post customer payments made via scanning and lockbox deposit into A/R system.
- Process COD and credit card payments.
- Investigate and resolve customer discrepancies.
- Obtain proper authorization to adjust customer short payments.
- Insure proper tax exemption certificates are on file prior to adjusting sales tax.
- Enter new customers, quotes and products into Systech and GTS.

Additional Duties:

- Backup for Billing.
- Scan daily delivery tickets and resolve any missing tickets utilizing Onbase.
- Audit/Edit daily ticket edit report for pricing, quantities and correct projects.
- Produce invoices using Onbase and GTS system.
- Print and distribute invoices via US Mail and Email.
- Assist sales team with inquiries
- Other duties as assigned

Employee Initial & Date

Supervisor Initial & Date