**Accounts Receivable Clerk**

**Company Summary**

Teleos Ag Solutions is the exclusive, global distributor of 1,3-Dichloropropene (sold under the brand name TELONE™ by Teleos). Teleos Ag Solutions is a wholly-owned subsidiary of TriCal Soil Solutions and part of the TriCal Group, leveraging more than 50 years of soil fumigation sales and service expertise to deliver our customers the world’s best defense against nematodes.

**Job Summary**

The AR Clerk will be responsible for preparing, verifying, and recording customer payments to related accounts receivable. In charge of creating and sending out customer invoices, statements, and relevant shipping documentation. This role supports finance / accounting and operations of the company by monitoring incoming payments, and securing revenue by verifying and posting receipts.

**Primary Duties and Responsibilities**

* Deposits checks – Remote deposit capture
* Maintain accounts receivable records to ensure aging is up to date
* Generate invoices to send to customers in a timely manner
* Send monthly statements to customers
* [Manage both physical and digital records, regularly updating databases and filing systems to keep documentation easily accessible](https://www.bing.com/ck/a?!&&p=dabecd41a5146ecb453cc188302af51e5952926c7fe5bfd5ca9e6f5aff1e8138JmltdHM9MTc0ODU2MzIwMA&ptn=3&ver=2&hsh=4&fclid=121da104-3c12-6056-1332-b0f73d046172&u=a1aHR0cHM6Ly9yZXN1bWVkZXNpZ24uYWkvam9iLWRlc2NyaXB0aW9ucy9maWxlLWNsZXJrLw&ntb=1).
* Maintain and update customer files in ERP including name or address changes
* Assist with customer order fulfilment within ERP system
* Assist with customer credit management
* Assist with month-end close and year end close process.
* Backup for AP Clerk as needed
* Perform other accounting, financial or administrative tasks as required

**Experience/Skills**

* Ability to work in a team environment.
* Excellent interpersonal and customer service skills.
* Strong analytical and problem-solving skills.
* Works well in a team environment.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals using a calculator. Ability to perform routine algebraic calculations
* Identifies and resolves problems in a timely manner and gathers information for analysis skillfully
* Ability to read and interpret e-mail, instructions, inventory records, customer orders, or other written documents. Ability to communicate and interact effectively one-on-one with employees, customers, outside contractors, etc.

**Requirements**

* High School diploma or equivalent
* At least 2+ years of accounting experience
* Strong computer skills; Must have experience in Excel and ERP systems
* High attention to detail and accuracy

**Preferred but not required**

* Associates Degree in accounting/finance, experience in accounts receivable (or accounts payable)
* Manufacturing experience preferred

**Job Type:**

* Full-time

**Benefits:**

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

**Schedule:**

* 8-hour shift
* Monday to Friday

**Ability to commute/relocate:**

* Pinehurst, NC 28374: Reliably commute