



Job Title: Accounts Receivable Clerk
Department: Finance
Reports To: Accounts Receivable Supervisor
Position Status: Full-Time

Exemption Status: Non-Exempt/Hourly
Position Level: Staff
Travel Required: None – 0%
Location of Job: Windsor

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

Under direction of the Accounts Receivable Supervisor, primarily responsible for accounts receivable and a variety of general and administrative duties.

Key Departmental Responsibilities

- Monitor customer accounts and maintain appropriate credit limits.
- Assist in planning and implementing company credit and collection procedures.
- Review customer aging and make collection calls on outstanding balances. Submit accounts for collection with outside services or attorney and perform necessary follow up.
- Coordinate processing and review of customer credit applications
- Process and maintain accurate records of all payments received and deposits made.
- Maintain EFT for ACH customers.
- Reconcile the accounts receivable sub-ledger to the general ledger.
- Assist with the month-end accounting close process and reporting.
- Perform miscellaneous account reconciliations on a timely basis.
- Assist with external audits as necessary.

Banking:

- Assist with updating system to reflect daily bank activity.

General and Administrative:

- Serve as back up for A/P duties.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Provide feedback on system needs/changes.
- Perform other related duties, assignments and projects as required.
- Assist other employees both in and out of the department.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

Associate Degree in Accounting and 2 years Accounts Receivable experience or 3-4 years Accounts Receivable experience. Understanding of general accounting principles required. Good verbal and written communication skills with a customer service focus. Proficient in Microsoft Excel.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	7/19/02	--	Authored for 9001:2000 compliance.
B	8/15/02	--	Revised equip. used, other info related to job.
C	2/24/04	--	Revise to reflect one Accounting Clerk position.
D	5/17/06	--	Revise responsibilities and remove i-Series.
E	4/26/07	--	Revise responsibilities.
F	08/29/08	--	Revise reporting relationship, responsibilities.
G	03/25/10	--	Revise responsibilities.
H	06/01/11	--	Update reporting relationship.
I	3/3/14	--	Updated company name, responsibilities and reporting relationship.