

Company: Thaman Rubber Co.

Job Title: AR Clerk/Collections/Receptionist

Location: 3280 Hageman St Cincinnati OH 45241

Job Summary:

We are seeking a reliable and detail-oriented individual to join our team as an AR Clerk/Collections/Receptionist. In this multifaceted role, you will be responsible for managing accounts receivable, following up on outstanding payments, and performing general receptionist duties. The ideal candidate will have excellent communication skills, a strong attention to detail, and the ability to manage multiple tasks efficiently in a fast-paced environment.

Key Responsibilities:

- **Accounts Receivable (AR) Responsibilities:**
 - Process and record all incoming payments, including checks, ACH, and credit card payments.
 - Monitor customer accounts and ensure accurate aging reports.
 - Reconcile discrepancies and provide reports to management.
 - Maintain accurate and up-to-date customer account records.
 - Assist with month-end closing processes related to accounts receivable.
- **Collections:**
 - Follow up on overdue accounts by phone, or email.
 - Coordinate payments and resolve outstanding balance issues.
 - Work with customers to resolve disputes, ensuring timely payment.
 - Maintain detailed records of collection activities and payment agreements.
- **Receptionist Duties:**
 - Answer phone calls, and direct inquiries to appropriate departments or individuals.
 - Maintain a professional and friendly front office atmosphere.
 - Handle incoming mail.
 - Assist with other administrative tasks as needed.
 - Assist or cover for fellow staff members as needed



Qualifications:

- High school diploma or equivalent (Associate's degree or higher preferred).
- 1-2 years of experience in accounts receivable, collections, or general office administration.
- Strong understanding of AR processes and collections procedures.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook)
- Excellent organizational and multitasking skills.
- Strong verbal and written communication skills.
- Ability to work independently and as part of a team.
- Friendly and professional demeanor when interacting with customers and visitors.

Preferred Skills:

- Proficient in accounting software such as Sage 100.
- Knowledge of basic accounting principles.
- Previous experience in a receptionist or customer service role.

Work Environment:

- Full-time, 8am-5pm
- Office setting with occasional flexibility required based on business needs.

Benefits:

- Paid time off
- Health, Vision, and Dental Insurance Available
- 401K Available
- Quarterly Bonus

How to Apply:

Please submit your resume to John Paul Bosse at jpbosse@thamanrubber.com or call 513-631-4303 to set up an interview.

