

Accounts Receivable Assistant

GLOBAL LOGISTICS / Accounting

Baltimore, MD 21230 (Fort McHenry/Locust Point)

We are not your grandfather's logistics company. Come work for one of the most respected global logistics firms (customs brokers & international forwarders) in the country. 102 years and counting.

We're small enough to offer growth & learning opportunities, but strong enough to compete across the globe.

JOB DESCRIPTION

At Shapiro, our Accounts Receivable Assistant is responsible for supporting the Credit Manager with all functions related to accounts receivable. Primary duties include corresponding with customers regarding status of outstanding balances and payment status, as well as prequalifying prospective customers for credit and processing credit applications. This position also assists with processing incoming customer payments, setting up new vendor accounts and other duties as assigned.

Examples of duties include:

- Processing of incoming daily cash receipts (lockboxes, wire transfers, ACH credits, credit cards and loose checks) and posting payments to customer accounts.
- Assist with processing credit applications, including processing of credit references, bank references and running/analyzing D&B credit reports.
- Working closely with Marketing to prequalify prospective customers for credit.
- Proactively and courteously correspond with customers to resolve and collect outstanding balances; follow up with customers as necessary to ensure payment.
- Investigate and resolve customer queries.
- Update/Maintain credit notes in customer files denoting correspondence and other account activity.
- Update/Maintain customer files to ensure A/R scheduling information is up-to-date and inactive accounts do not have credit limits.
- Assisting with the reconciliation of open AR credits/refunds
- Processing new vendor account setup requests.
- Auditing and sending customer invoices and statements.
- Updating and maintaining AR insurance coverage and associated reporting.
- Filing as necessary, miscellaneous data entry.

SKILLS

Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to problem-solve. Project management skills to handle a variety of tasks. Ability to utilize current tech tools to increase efficiency and AR solutions.

- Excellent written and verbal communication skills; courteous and effective communication with internal and external customers.
- Excellent attention to detail and accuracy.
- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, detail and team oriented.
- Proficiency with computers and Microsoft Excel, Word and Outlook.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Must pass both a background and credit check.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Aptitude to be cross-trained and contribute.
- Ability to handle various tasks simultaneously under high pressure and within time constraints.

EDUCATION AND EXPERIENCE

- H.S Diploma or GED.
- Minimum of one (1) year of recent experience in accounts receivable.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors in a professional and courteous manner.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.
- Proven data entry proficiency with attention to detail and strong typing skills.

ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third generation family-owned business founded in 1915, provides creative and flexible logistics services. With six offices, over 140 employees, and worldwide strategic alliances, Shapiro is the supply chain partner that delivers customized, compliant, and reliable solutions to address its customer's specific import and export needs. Only Shapiro has an experienced and personable staff that truly cares and commits themselves to proactively achieving its customers' business goals.

CONTACT US!

Please send all resumes via email to:

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800-695-9465 ext. 0507