

# ACCOUNTS RECEIVABLE SPECIALIST

(INTERNATIONAL LOGISTICS – GLOBAL SUPPLY CHAIN)

*Baltimore, MD 21230 (Locust Point/McHenry Row)*

## Be the AR Detective!

In a world facing new challenges, a nimble but steady ship is more important than ever.

**Is there a seat on our boat for you? Want a career, not a job? Find out:**

Our headquarters was once again named as a “Best Place to Work.” Shapiro is not your grandpa’s shipping company. We have a track record of transparency, developing employees, and investing in our environment like office space and now...work-from-home technology

**At Shapiro, our AR Specialist** will support the daily operations of the AR team with a focus on timely resolution of customer requests, working closely with the operational team on customer issues, and collecting/ cash applications. This position will also have an active role in the documentation and implementation of best practice solutions.

In a modern era where expertise is often devalued, Shapiro stands strong at 105-years old. We’re so compliant that US Customs learns from us!

## JOB DESCRIPTION

### Typical duties include:

- Collaborate with the Senior AR Analyst and Accounting Manager to identify potential opportunities for process & efficiency improvements; document and implement SOPs and best practices for the AR and Credit team.
- Researching and resolving customer account issues such as collections of past due invoices.
- Researching and reconciling open AR credits/refunds while maintaining positive relationships.
- Update/Maintain credit notes in customer files denoting any account activity.
- Enter, post, and reconcile incoming cash receipts.
- Reviewing and releasing credit holds for import/export cargo shipments.
- Completing credit references. Set up new accounts.
- Communicate A/R or credit concerns to the senior staff.

## SKILLS

- Must pass both a background and credit check.
- Ability to remain engaged and focused. Excellent communication skills. Ability to problem-solve. Attention to detail and accuracy a must.

- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, and detail & team oriented.
- Proficiency with computers and Microsoft Excel, Word, and Outlook.
- Proven data entry proficiency with attention to detail and strong typing skills.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Aptitude to be cross-trained and contribute.

## EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or equivalent combination of educational and professional work experience.
- 1 years of experience handling high-volume accounts receivable and credit/collections functions.
- Experience with accounting or other data entry software and a high level of computer literacy.

## ABOUT SHAPIRO

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

## CONTACT US!

**Please send all resumes via email to:**

Rich Lucas, Corporate Recruiter/Talent Acquisition

[rich@shapiro.com](mailto:rich@shapiro.com)