ACCOUNTS RECEIVABLE SPECIALIST

(INTERNATIONAL LOGISTICS – GLOBAL SUPPLY CHAIN)

Baltimore, MD 21230 (Locust Point/McHenry Row)

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:

In a modern world where expertise is often devalued, Shapiro stands strong at 104-years old. We're so compliant that US Customs learns from us! We were also named a Best Place to Work in Baltimore. Shapiro is not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our work environment like office space and technology.

At Shapiro, our Accounts Receivable Specialist will work under the supervision of the Accounting Manager to support the department with the timely resolution of comprehensive AR issues.

Duties include working directly with customers on outstanding balances, teaming up with Shapiro operations to provide backup documentation or explanations, and collecting / cash applications. You will also have an active role in the documentation and implementation of "best practice" solutions. Innovative ideas welcome. Experience with Microsoft Dynamics GP (Great Plains) would be a bonus.

JOB DESCRIPTION

Typical duties include:

- With the Accounting Manager, collaborate with the Senior Credit Analyst to identify potential opportunities for process & efficiency improvements.
- Researching and resolving customer account issues such as collections of past due invoices.
- Researching and reconciling open AR credits/refunds while maintaining positive B2B 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 Credit Analyst and Accounting Manager.
- Work closely with the Accounting Manager to document and implement Standard Operating Procedures and best practices for the AR and Credit team.

SKILLS

Microsoft Dynamics GP (Great Plains) software experience preferred.

- 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.
- 2+ 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