

## CASH APPLICATION SPECIALIST

(INTERNATIONAL LOGISTICS – GLOBAL SUPPLY CHAIN)

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

### **Like puzzles? Are you a trusted financial watchdog? Do you enjoy numbers & calculations?**

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?**

**At Shapiro, our Cash Application 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 account related issues, and collecting cash applications.

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

In a modern era where expertise is often devalued, Shapiro stands strong at 106-years old. We’re so compliant that US Customs learns from us!

### **JOB DESCRIPTION**

#### **Typical duties include:**

- Enter, post, and reconcile incoming cash receipts including wire transfers, ACH credits, credit card payments and check and lockbox deposits.
- Researching and resolving customer account issues
- Update/Maintain credit notes in customer files denoting correspondence and other account activity.
- Collections of past due accounts
- Researching and reconciling open AR credits/refunds.
- Researching and resolving vendor refunds.
- Reviewing and releasing credit holds
- Completing credit references
- Communicate any and all A/R, collections or credit concerns to the Senior Accounts Receivable Analyst and Accounting Manager.
- Responsible for new vendor account setup requests.

## 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

- High School Diploma required. Associates or Bachelor's degree in Accounting or equivalent preferred.
- Experience handling high-volume accounts receivable and cash application functions preferred, but not required.
- Proven data entry proficiency with attention to detail and strong typing skills.
- 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  
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