

**JOB TITLE:** Accounts Receivables Clerk  
**DEPARTMENT:** Accounting  
**DATE:** 11/16/2020  
**REPORTS TO:** Accounts Receivable Manager, Controller  
**CLASSIFICATION:** Non-Exempt  
**SALARY RANGE:** DOEE

**POSITION DESCRIPTION:** The Accounts Receivables Clerk will be responsible for payment posting.

**JOB DUTIES:**

1. In charge of posting all forms of payments received by Jarrow Formulas, Inc, such as checks, cash, ACH, COD, and prepay to Infor.
2. In charge of daily posting of transactions to Infor.
3. Files all deposit batches and other documents as instructed by supervisor.
4. Maintains an accurate accounting spreadsheet of payment breakdown for various large accounts such as Amazon, Sprouts, Whole foods, Vitamin Cottage.
5. Picks up daily mails from US Postal Office.
6. Deposits the daily checks to the bank.
7. Helps cash deposit processing when needed.
8. Assists with providing auditors with document requests.
9. Performs any other related duties, as may be required.

**JOB REQUIREMENTS:**

- AA Degree, with accounting subjects; Bachelor's Degree preferred
- Minimum of two (2) years' experience in accounts receivables.
- Infor (M3) experience preferred
- Excellent communication skills
- Detail oriented
- Must have the ability to multi-task, while maintaining composure.
- Work in fast-paced environment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer, and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the workday. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 15 pounds for files, computer printouts on occasion.

Employee's signature below constitutes the employee's understanding of the essential functions and expectations of the position.

We are an equal opportunity employer.