

JOB POSTING
GLOBE ENGINEERING – EMPLOYEE OWNED
ACCOUNTS RECEIVABLE CLERK

If you have Accounts Receivable experience along with a great attitude and are looking for a great opportunity with a dynamic **EMPLOYEE-OWNED** manufacturing company, Globe Engineering might be the place for you. Globe was established in 1946 in Wichita Kansas where it produced child safety seats for automobiles. We have grown over the years and now we supply tubes and sheet metal parts to a variety of aviation companies throughout the world. Being part of an **EMPLOYEE OWNED** company has several benefits; the profits are returned to the employees in the form of an excellent retirement (ESOP) plan, company stocks, bonuses and a solid benefits package. If this opportunity interests, you please send your resume to careers@globeeng.com

Job Objective: Committed to being part of a positive working environment. Ensure that accounts receivable data is processed in an accurate and timely manner.

Essential Job Functions:

- Sends out invoices after review and processing
- Posts customer payments by recording cash, check, ACH and credit card transactions.
- Resolves issues with payment deductions
- Resolves payment discrepancies by communicating with customer A/P representatives
- Tracks customer account aging and resolves collection issues
- Maintains and files accounting department documents
- Backup receptionist for the company

Knowledge, Skills and Abilities

- 2+ years of accounts receivable experience
- Excellent computer skills
- Proficient with Microsoft Office
- Strong time management and organizational skills
- High degree of attention to detail
- Ability to work independently and prioritize tasks.

Work Environment:

- Usual working days/hours: 7:00am to 3:30pm. Working hours are subject to change based on company needs,
- Office environment

Equipment:

- General Office Equipment

Requirements

- High School Diploma or equivalent
- Prior A/R experience is preferred.

This position may be filled or closed to further application without notice.

Globe Engineering Co. Inc. is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, termination, layoff recall, transfer, leaves of absence, compensation and training and job status without regard to race, color, religion, creed, gender, marital status, and national origin, and age, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state or local laws. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to our job openings.