



SeaCast Inc., is currently looking for an experienced Accounts Receivable Clerk with foundry and/or manufacturing experience. Established in 1985, SeaCast Inc., a Washington State investment casting foundry operates two full service foundries in Marysville, and Seattle WA.

The accounts receivable clerk provides administrative and clerical support by ensuring the company invoices and receives payments for goods and services and properly records the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner

ESSENTIAL JOB FUNCTIONS:

- Prepare, verify, and process invoices for sales or services rendered
- Enter data on invoices; ensure proper coding on documents
- Collect on accounts by sending invoice reminders and communication with customers via phone, email, fax or mail
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software
- Prepare payments for bank deposit; totaling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify the validity of account discrepancies by obtaining and investigating information from sales and operations
- Resolve valid or authorized deductions by entering adjusting entries
- Resolve invalid or unauthorized deductions by following pending deductions procedures
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports
- Generate ad hoc customer account financial statements and reports as requested to detail paid and unpaid invoices and other accounts receivable activity
- Protect organization's value by keeping information confidential
- Follows environmental and safety regulations and acts in compliance with U.S. laws.
- Complies with safety and corporate guidelines on business ethics.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent analytical, problem solving and decision making skills
- Understanding the relationships between revenue, inventory, invoicing, and cash receipt transactions in an MRP/ERP system
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Ability to calculate, post and manage accounting figures and financial records

- General math skills
- Proficiency in MS Office, including the ability to generate and interpret accounting and spreadsheet data
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member
- Ability to work with a diverse group of people
- Customer service and negotiation skills
- Ability to read and write English, follow verbal instructions and use complex math
- Participated in a MRP/ERP system implementation/upgrade a plus

MINIMUM REQUIREMENTS:

- Associate degree in accounting or business-related equivalent experience
- 2-3 years of experience in the field or in a related field
- 2-3 years of experience using an MRP/ERP system
- Basic understanding of principles of finance, bookkeeping and accounting
- Experience with a manufacturing company highly desired