

## Job Description

*Last Updated: December 2023*

<b>TITLE:</b>	Accounts Receivable/Accounts Payable Specialist	<b>HOURS:</b>	Full-Time
<b>LOCATION:</b>	Remote	<b>TYPE:</b>	Non-Exempt
<b>TRAVEL:</b>	Limited, as required (Estimated ~3-5x/yr.)	<b>LEVEL:</b>	Entry Level
<b>REPORTING TO:</b>	Controller	<b>DIRECT REPORT(S):</b>	None
<b>SALARY RANGE</b>	\$40,000-\$50,000		

Call2Recycle, Inc. is a 501(c)4, not-for-profit, stewardship organization committed to the safe collection, transportation, and recycling of consumer batteries across the U.S. Our team members play an integral role in helping fulfill our mission to optimize collection, share our experience and expertise and responsibly manage the end-of-life of batteries and other materials, on behalf of corporate stewards.

### TO APPLY:

Applicants must submit a both **cover letter and resume** via this form:

<https://app.smartsheet.com/b/form/f2ab2eae928848a2977e7a887617be81>

All candidates must be available for phone and video interviews. Interviews will be scheduled on a rolling basis once application review occurs.

### POSITION SUMMARY:

The Accounts Receivable and Accounts Payable Specialist will be responsible for ensuring the timeliness and accuracy of customer payments to us and payments by us to vendors. The ideal candidate will have experience in accounts receivable and accounts payable functions, a solid understanding of accounting principles, and excellent communication abilities.

### MAJOR DUTIES & RESPONSIBILITIES:

- Prepare and record incoming payments including credit card, wire, ACH and check deposits in compliance with financial policies and procedures.
- Process check payments received at corporate office on a weekly basis.
- Have a good understanding of the organization's various programs and customer base to identify errors and solve customer issues.
- Have a good understanding of how transactions flow through the Enterprise Resource Planning system (Business Central).
- Maintain accurate records of all accounts receivable transactions according to the organization's retention policy.

- Develop, implement, and own an efficient and effective aged accounts receivable collections process to reduce the number of days outstanding, improve cash flow, and allow for transparency on the collections efforts which have been made, accessible to various individuals throughout the organization.
- Conduct collection outreach to collect past due invoices.
- Draft correspondence through Business Central for past-due accounts and send to applicable customers bi-weekly. Respond to resulting customer inquiries within 24 hours.
- Keep track of customer invoicing requirements and adjust processes as needed to ensure customer receives invoice in a timely manner.
- Generate summary invoices within the first three business days of the period end based on customer requirements.
- Upload invoices to various portals via customer requirements in a timely manner.
- Make corrections to customer invoices and credit memos as needed, ensuring that revenues and battery collections are properly accounted for in Power BI reporting tool.
- Create reports on the status of customer accounts as requested.
- Run new customer credit checks on an ad hoc basis and send to management for review.
- Document business processes and accounting policies to maintain and strengthen internal controls.
- Manage various finance-related outlook mailboxes.
- Assist customers with tax-exempt statuses through uploading and managing Avalara CertCapture software.
- Set-up and file timely sales tax returns through the Avalara AvaTax software.
- Fill out new vendor forms as requested.
- Receive and distribute accounts payable invoices to approvers through the Continia software in a timely manner.
- Create and maintain approver workflows in the Continia software in accordance with the organization's signing authorities. Assist approvers with Continia training and related questions.
- Create and maintain Continia templates for efficient processing, automating invoice registration where applicable.
- Prepare and send weekly accounts payable analysis for management review.
- Prepare and process bi-weekly vendor payments through Business Central. Upload bank file for processing ACH and Wire payments to vendors and customers.
- Collect and store vendor and customer payment documentation for internal and external audit purposes.
- Prepare vendor statements on an ad hoc basis and assist vendors with payment related inquiries as needed.
- Perform other related duties as assigned.

## QUALIFICATIONS, SKILLS & ABILITIES

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### PREFERRED QUALIFICATIONS:

- Bachelor's degree in finance, accounting or related area, with at least two years of direct accounts payable and accounts receivable experience;
- **OR** at minimum of four years of on-the-job direct accounts payable and accounts receivable experience.

### KNOWLEDGE & EXPERIENCE

- Solid understanding of basic accounting principles, fair credit practices and collection regulations.
- Proven ability to calculate, post and manage accounting figures and financial records.

### SKILLS:

- Be eager to join a team that embraces diversity, equity and inclusion as core values and fosters a culture of collaboration and innovation.
- Possesses customer service orientation and negotiation skills.
- Possesses a constructive attitude and a desire to be part of a fast-paced, dynamic work environment, utilizing a high sense of urgency, patience, and flexibility.
- Able to analyze processes, identify opportunities for innovation, and drive impactful innovation.
- Must be detail oriented with excellent follow-through and initiative.
- Excellent written and verbal communication skills.
- Ability to effectively prioritize and execute tasks.
- Proficient in Microsoft Office Suite as well as financial and ERP systems. Experience with Microsoft Business Central or Microsoft Dynamics 365 CRM is a plus.

### WORKING CONDITIONS:

- This position is remote based, with occasional travel (estimated 3-4 times per year) for key meetings.
- Limited travel, as needed. Travel could include, but not limited to, attending conferences, customer meetings, or team/organization-wide meetings (typically held at Call2Recycle's central office).
- The work hours, Monday - Friday, are 8 hours per day. The position may require hours that exceed 8 hours per day and/or 40 hours per week during peak periods. Our approach to schedules is to focus more on the quality and timeliness of the work being done. We recognize the importance of ensuring staff can connect with each other and can maintain a work-life balance. To support work/life balance, we offer our staff a flexible scheduling policy to the extent each role allows, giving you the opportunity to have greater control over your work schedule – in alignment with the latest policy - while ensuring that operational needs and team collaboration are maintained.

## ABOUT CALL2RECYCLE

At Call2Recycle, we enjoy a culture of teamwork, innovation, and fun. Our team is the primary reason for our unique culture. We hire energetic and dedicated people who work hard every day to help us achieve our goals. Each one of our employees is a valued contributor, not just a number. We work in teams to benefit from our collective talents to make a real impact on the environment. The way we operate contributes to the success of our employees and our organization.

We also value the diversity of employees' backgrounds and believe everyone's unique perspective is critical to our success. Diversity is fundamental to what we do. Our team has varied backgrounds, speak different languages, and are engaged in varied personal pursuits but all share a commitment to environmental sustainability, and each do their small part to improve our planet.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.

We value our employees. In keeping with our values, we strive to support our team members in and out of work. As part of this, we offer a strong, well-rounded benefits package. Our benefits support our employees' health and wellness, time off, and productivity. Highlights include:



## BENEFITS & PERKS



### HEALTH & WELLNESS

- 401k
- Medical/Dental/Vision
- FSA
- HSA
- Basic Life and AD&D Insurance
- Short Term Disability
- Long Term Disability
- EAP & Wellness
- Adoption Assistance
- Pet Insurance



### TIME OFF

- Paid Holidays
- Personal Days
- Vacation Days
- Sick Leave
- Paid Parental Leave
- Funeral/Bereavement Leave
- Volunteer Hours
- Voting Leave
- Jury Duty
- Leave: Medical and Military



### PRODUCTIVITY

- Education Assistance
- Home Office Furniture Reimbursement
- Internet Reimbursement
- Password Management Service
- Employee Engagement
- Training & Learning

## TO APPLY

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