



PR/087168 | Accounts Receivable Associate

Job Information

Recruiter

JAC Recruitment USA

Job ID

1575457

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A growing organization is seeking an Accounts Receivable Associate to support branch operations through accurate payment processing, customer communication, and essential office administration. This is an entry-level role ideal for candidates looking to build strong foundational skills in accounting, finance operations, and administrative support.

RESPONSIBILITIES

- Process cash applications including checks, cash, and credit card payments
- Prepare refunds, apply credit/debit memos, settlements, write-offs, and maintain documentation
- Reconcile invoices and resolve discrepancies
- Investigate customer deductions and monitor account activity for delays or irregularities

- Maintain and update customer master records
- Issue invoices and credit memos, and follow up on outstanding payments
- Prepare bank deposits and support AR reporting
- Handle EDI-related tasks and general administrative duties
- Liaise between sales teams and customers to resolve payment matters
- Perform printing, filing, and document handling per company procedures

QUALIFICATIONS

- Knowledge of general office operations and accounts receivable processes
- Accurate data-entry skills and strong attention to detail
- Solid math skills and ability to spot numerical errors
- Effective communication skills—phone, email, and in person
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Strong problem-solving, reconciliation, and research abilities
- Ability to work collaboratively as part of a team
- English speaking, reading, and writing skills

SALARY USD \$22-25/HR

LOCATION Honolulu. HI

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

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Company Description