



PR/087168 | Accounts Receivable Associate

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1575457

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2026年03月31日 10:01

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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!

#LI-JACUS #LI-US #countryUS

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会社説明