

Accounts Receivable Representative

Maks Pharma & Diagnostics is seeking an Accounts Receivable Representative. Responsibilities include all accounts receivable related functions, including keeping track of accounts to identify outstanding debts; planning course of action to recover outstanding payments; heavy phone activity with customers; handling questions or complaints; investigating and resolving discrepancies; establishing good relationships with customers; updating account status and database regularly; alerting leadership team of customers unwilling or unable to pay outstanding amounts; complying with requirements when legal action is unavoidable; applying payments; generating customer statements.

Required

- High School Diploma/GED
- Ability to use confidential information in a professional manner to achieve collections targets/goals
- Proficiency with Microsoft Office (Excel, Word, Outlook) and intranet/internet

Preferred

- Collections Experience Preferred
- Accuracy and attention to detail
- Excellent internal and external customer service skills
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Competitive salary and benefits include:

- Hourly Pay
- Health/Dental/Vision insurance

Qualified applicants email your resume to: avaldez@makspharma.com

To learn more about Maks Pharma & Diagnostics visit our website at: www.makspharma.com

Equal Employment Opportunity/Affirmative Action/Veteran/Disability Employer