



G&S Foods, LLC, a growing private label snack food manufacturer has a great opportunity for an experienced Accounts Receivable Specialist to join our accounting team. This position reports directly to the Accounting Manager and is responsible for invoicing customers and following-up with customers regarding past due balances.

Billing Coordinator Responsibilities:

- Accurately prepare and send invoices to customers for products and services
- Coordinate with other departments to ensure the accuracy of billing information
- Respond to customer inquiries and resolve issues as needed
- Maintain accurate records in our system and make updates to customer info as needed
- Review accounts receivable aging and following up on outstanding payments
- Send account statements to customers
- Crosstrain in other areas of the accounting department
- Additional duties as assigned

Qualifications:

- Associate degree in accounting or business-related field
- Minimum 2-5 years' experience with accounts receivable
- Working knowledge of accounting principles
- Proficient in Microsoft Office – Outlook, Excel, Word
- Ability to handle highly sensitive, confidential information

Key Competencies:

- Attention to detail and accuracy
- Strong communication skills
- Analytical
- Highly Motivated
- Very good interpersonal skills
- ERP system experience; Deacom is a plus
- Ability to work well with managers and other co-worker
- Experience in Manufacturing/Snack Food Industry

G&S Foods offers competitive wages including benefits package.