

Firemaster Oilfield Services Job Description ACCOUNTS RECEIVABLE CLERK	Revision 31-MAY-10 Page 1 of 1 JD AR CLERK Approval
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Job Summary:

- Reporting to the Accounts Receivable Supervisor, the Accounts Receivable Clerk is responsible for departmental clerical duties. Duties include data entry, invoicing, collections, customer relations, and effectively communicating with other Firemaster departments. This position requires accuracy, efficiency, organizational and interpersonal communication skills. Responsibilities may vary based on workloads and skill levels.

Responsibilities:

- Verifying and posting electronic and paper tickets, including communicating with Managers on issues or errors
- Preparing invoices from posted tickets
- Maintaining customers in Spira program
- Mailing invoices to customers or submitting them electronically using various programs
- Ensuring the acceptance by customers of electronically submitted invoices
- Assisting with preparing Global invoices and tracking Global service orders
- Mailing Global invoices to customers or submitting them electronically
- Processing customer credit card payments
- Performing collection calls and providing information requested by customers to expedite payments
- Assisting with the creation and updating of department procedures
- Leading the monthly safety meeting when assigned
- Responding to internal and external inquires and supporting other Administration departments
- Other duties as assigned by the Accounts Receivable Supervisor

Qualifications and skills:

- Proficient with MS Office programs
- Grade 12 or equivalent
- Previous accounts receivable experience preferred
- Basic understanding of accounting principles
- Detail oriented and accurate
- Good organizational skills and the ability to multi-task and prioritize work
- Able to meet deadlines
- Effective and excellent inter-personal communication skills