

Accounts Receivable Specialist

JOB FUNCTION

This position is responsible for the complete invoicing process for all Sauna360 outgoing customer invoices, including proofing of orders prior to invoicing, sending out invoices by mail or email, and uploading shipping information and filing paperwork. This position will also be responsible for adding and maintaining customer accounts, charging customer credit cards and will help with customer requests or questions. Reports to Controller and may need to perform other office duties.

ESSENTIAL JOB FUNCTIONS

- Invoice Sauna360 outgoing invoices
- Send out invoices by mail or email
- Upload shipping information into the company ERP system and file shipping information
- Process customer credits/adjustments and credit card refunds, if applicable
- Process credit cards for UPS and Truck Shipments
- Pull daily credit card report for daily cash postings
- Set up and maintain customer accounts online
- Maintain Sales Tax Resale / Exemption forms
- Maintain invoicing files
- Proofing orders – including backorders / serial numbers / sales tax - prior to invoicing
- Assist with monthly customer statements
- Assist AR Credit Manager as needed
- Other office duties

RELATIONSHIPS AND CONTACTS

- Contact with Sales, shipping coordinator, and Accounting staff

QUALIFICATIONS

- Proficiency with Microsoft Office (especially excel and word)
- Self-starter with the ability to work independently
- Associates or College degree helpful but not required

SKILLS AND KNOWLEDGE

- Strong computer knowledge
- Good communication and documentation skills
- Ability to work well with co-workers and other department personnel
- Attention to detail required

Job Type: Full-time

Pay: From \$17 per hour

Schedule: Monday – Friday, 8-hour shift, day shift

Education: High school or equivalent (Preferred)

Experience: Microsoft Office: 1 year (Preferred)

Work Location: One location

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement

TO APPLY

- Apply via Indeed: [Accounts Receivable Specialist - Cokato, MN 55321 - Indeed.com](#)
- Apply via email: hadmin@tyloheloinc.com
- Apply via telephone: 320-286-5584 or 1-888-780-4427
- Apply in person as follows:
Sauna360 Inc. – Attn: Human Resources
575 Cokato Street E.
Cokato, MN 55321