

## Job Information

**Job Category:** Finance & Accounting

**Company Name:** Confidential

**Job Title:** Accounts Receivable Officer

**Job Order No:** 23282

**Job Location:** Puerto Rico

**Employment Type:** Full-Time

**Required Education:** BBA

**Years of Experience:#**

**Travel:** Choose an item.

**Starting Salary:**

**Start Date:** [Click here to enter a date.](#)

**Skills:**

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft FrontPage	<input type="checkbox"/> Database
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Visio	<input type="checkbox"/> Windows 2000
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Internet Explorer	<input type="checkbox"/> Windows XP
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Lotus Notes	<input type="checkbox"/> Windows 98
<input type="checkbox"/> Microsoft Project	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Windows NT

**# of Openings:** 1

**Description:** Our client, a distribution company is looking for an **Account Receivable Officer** to join their Accounting team.

**Requirements/Responsibilities:**

- 3+ years in a similar position
- Previous experience with journal entries, accounts reconciliations and month-end closing.
- Code and register to the System daily deposits
- Attend calls of clients for billing matters
- Available for Metro Area
- Previous exposure to distribution industry is preferable
- Technical knowledge of Word, Excel, SAGE 100

**Attached Document:** Not Available

**Date Posted:** 2/26/2020

## Company Information

**Benefits:**

<input type="checkbox"/> Health Insurance	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Commission Package
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Performance Bonus	<input type="checkbox"/> Company Car

☐ Dental Insurance

☐ Stock Options

**Attention:** Sol Cortijo

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