ASSAULT FITNESS

Assault Fitness is seeking an experienced Accounts Receivable Specialist to join the family. If you have a passion for numbers, the service based skills to match, and would excited to be part of a high growth company, then this role may be for you.

Scope:
As an Accounts Receivable Specialist you will help support the Accounting and Finance team with daily functions of our business. This will include the full cycle of accounts receivable from invoicing to collection. You will partner closely with members of Accounting and Finance, Sales, Customer Service, and Domestic and International Logistics. You will have frequent interactions with our customers.

Duties and Responsibilities

- Billing, invoicing and recording of all customer sales orders
- Record and apply customer payments to outstanding invoices
- Proactively address customer chargebacks
- Manage customer credits and returns
- Research and reconcile customer accounts
- Recognize, review, and address credit limit and billing issues
- Effectively resolve collections
- Assist with the monthly accounts receivable close process
- Assist the accounting and finance department with basic analysis in the accounts receivable area
- Support and back up other accounting functions as needed

We are looking for the following traits for this role:
- Entrepreneurial spirit – Ability to excel in an environment of freedom and accountability.
- Detail orientation – Demands accuracy of the smallest details.
- Effective communicator and team player - Able to work well with others and communicate well both verbally and written with internal teammates and external parties.
- Organized and efficient – Consistent commitment to accurate records, reporting, workflow, time-management, etc.
- Strong analytical and problem solving skills – Able to identify and address issues as they arise and take preventive measures as necessary.
- Responsible – Will take accountability and sees problems as opportunities for growth and innovation.

Send cover letters/resumes to Jason@assaultfitness.com