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Accounts Receivable Specialist

Florence, KY

BALLUFF

SUMMARY: The Accounts Receivable Specialist is responsible for managing cash applications, resolving customer payment issues, and overseeing collections for delinquent accounts. This role involves preparing financial documents, coordinating with collection agencies, and supporting audits. The ideal candidate has experience in accounting, strong communication skills, and attention to detail.

PRIMARY RESPONSIBILITIES/TASKS:

- Enter customer cash receipts daily and follow up on short pays and/or customer problems.
- Conduct past due calls/emails on delinquent A/R accounts and monitor utilizing a collection agency. Monitor and update messages on customer A/R files.
- Redirect remittances received by mail at Balluff Inc. rather than Lockbox.
- Send A/R customer statements on request; Send past due letters/Dunning as needed and review with Head of Finance and Accounting.
- Provide invoice copies, POD upon customer request.
- Prepare debit and credit memos, as needed.
- Prepare and verify credit inquiries on customers sent from other vendors.
- Perform clerical duties necessary to provide organization to the information worked with, to include: filing, data entry, distribution and/or physical delivery of information throughout the company.
- Communicate with Customer Service department as needed to solve customer payment & credit problems.
- Prepare various schedules/information as requested during annual audit.
- Process credit card payments as needed, assist shipping/customer service in credit card payment procedures/problems.
- Correspond with bank on deposit discrepancies.
- Assist other employees in the accomplishment of their assigned responsibility, as requested.

QUALIFICATIONS/EXPERIENCE:

- At least 3 years of experience in accounts receivable or general accounting, ideally within a manufacturing setting.
- Proficiency in SAP is required.
- Strong communication skills, both verbal and written, with professional phone etiquette.
- Competence in basic math and accurate figure calculation.
- High attention to detail and accuracy.
- Effective time management skills.
- Problem-solving abilities related to accounting and project assignments.
- Ability to work independently within established procedures and standards.

Balluff, Inc.
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balluff@balluff.com
www.balluff.com

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WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Required to sit for extended periods of time in an office atmosphere.
- Generally quiet with little fluctuation in temperature.

* To apply, please send your resume and a cover letter to careers@balluff.com. Email attachments should be .docx or .pdf files with a combined size no bigger than 5 MB.

*Qualified internal candidates should apply directly to HR.

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