



Job Description – Accounts Receivable Specialist

Reports To – Accounting Manager

Job Responsibilities

The key role of an employee who works as an Accounts Receivable is to ensure their company receives payments for goods and services and records these transactions accordingly. An Accounts Receivable job description will include securing revenue by verifying and posting receipts and resolving any discrepancies.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential job task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for all accounts receivable processing including but not limited to:
 - Sending invoices and customer account statements
 - Assist in preparing for invoice posting by collecting and organizing customer purchase orders, Axonics sales orders and shipping confirmations
 - Verifying and entering transactions from lock box and local deposits
 - Performing account reconciliations
 - Maintaining accounts receivable files and records
 - Investigating and resolving any irregularities or enquiries
 - Make collection calls to customers on any invoices that are past due or short paid
 - Assisting in producing general financial analysis and reporting
- Further, is responsible for day to day operations of the Accounts Receivable function including ad hoc projects as needed.

Projects and Other Duties:

- Perform other duties as assigned by the Accounting Manager, including but not limited to assisting with expense report processing, assisting with monthly/quarterly sales tax reporting, and light filing and scanning.

Position Qualifications

- 2+ years in an Accounting position
- Skilled in the use of Microsoft office suite, especially Excel and Word.
- Previous experience in a medical device company preferred.
- Previous experience in using Accounting ERP systems. Experience with QAD preferred.
- Excellent communications skills (both written and verbal) required.

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- This role requires the candidate to be organized and have a keen eye for detail to spot any issues that may arise.

Minimum Education:

- Bachelor's degree or equivalent experience.

Minimum Experience:

- 2 years Accounting experience
- Highly motivated and target driven with a proven track record
- Prioritizing, time management and organizational skills