



Job Description – Accounts Receivable Clerk (Part-Time, Temporary)

Reports To – Accounts Receivable Supervisor

Job Responsibilities

Axonics is seeking an organized and detail-oriented part-time Accounts Receivable (AR) Clerk to join our finance team on a temporary basis. The AR Clerk will be responsible for managing and maintaining accurate records of AR transactions. The ideal candidate will have a strong attention to detail, and the ability to communicate effectively with both internal teams and external clients.

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.

- Generate and send out invoices to customers accurately and timely.
- Process incoming payments using various payment methods.
- Monitor customer accounts for overdue payments.
- Audit and resolve any discrepancies or irregularities.
- Provide excellent customer service.
- Maintain organized filing systems for AR documents and records.

Projects and Other Duties:

- Other projects as assigned by manager.

Position Qualifications

- Proficiency in Microsoft Office Suite.
- Strong mathematical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Experience with QAD or a comparable system is preferred.

Minimum Education:

- High school diploma or equivalent; associate or bachelor's degree preferred.

Minimum Experience:

- 1 year of work experience in Accounting or Administrative functions.