

Achieve more with KROHNE

KROHNE

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KROHNE is an innovative process instrumentation and measurement solutions company operating in more than 40 countries. Through continuous research and development and a consistent customer orientation, we are one of the leaders in our industry. KROHNE Inc. headquartered in Beverly, MA covers the United States, Canada, Mexico, and the Caribbean regions through a vast network of direct sales personnel and representative partners.

KROHNE Inc. is looking for an

Accounts Receivable Administrator- Beverly, MA

We are currently looking for a person to join us in **Finance** at our Beverly location. This person will proactively initiate collection functions, review credit limits, generate invoicing, assist with cash reconciliation and monthly /year end tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Process invoices - Review and identify shipped items against billable lines. Add freight costs when necessary. Email a copy of the invoice to the customer where applicable
- Upload invoices to Customer portals as needed
- Weekly aging review to ensure accounts are up to date
- Process Customer write offs & Invoice adjustments.
- Prepare customer credits & manual adjustments
- Print, review & send commission statements
- Process Customer credit cards
- Identify incoming ACH & Wire deposits for cash reconciliation
- Prepare daily Check Deposits
- Payment matching in ERP
- Reconcile any invoicing issues
- Review & determine customers credit on D&B database
- Assist with Year-end & Audit tasks
- Assist with new projects as needed

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

- Excellent verbal and written communication skills with proven discretion/confidentiality
- Well-organized, analytical and results oriented
- Assertive and self-motivated; able to be effective with minimal supervision

If interested, please send your CV, salary requirements and availability to:

Lisa LaPorte Pais • Director of Human Resources
KROHNE Inc. • 55 Cherry Hill Drive • Beverly, MA 01915
Tel.: 1(800)356 9464 ext. 1150 • l.pais@krohne.com



www.krohne.com

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EDUCATION and/or EXPERIENCE

- High school diploma or GED preferred.
- Associates degree in business is helpful.
- 3-5 years of accounts receivable experience.
- ERP experience required.

We offer:

Salary commensurate with experience and the responsibilities of the role.

Employees enjoy working for an international, privately held, family run company with a friendly environment as well as a full program of employee benefits including:

- Medical
- Dental
- Short term and Long-term Disability
- 401k plan with company match
- Vision insurance
- Aflac programs
- Life insurance
- 401k plan with company match
- EAP
- Pet insurance
- Aflac programs and more.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. KROHNE, Inc. complies with applicable federal, state & local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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