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KROHNE

 **measure the facts**

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**

We are currently looking for a person to join us in **Finance** at our Beverly location. This person will provide accurate invoicing, process incoming payments and perform collection tasks; handle tasks such as manual billing, credits, posting checks, and following up on past due accounts and unapplied cash.

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

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, posting and recording accounts receivables' data with accuracy and efficiency
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve clients' billing issues, follow up on outstanding invoices and maintain consistent communication with customers to resolve any discrepancies.
- Collaborate with internal teams to address inquiries and resolve billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Prepare and analyze AR aging reports to monitor overdue payments
- Maintain AR inbox

Interested applicants must apply using the link below for the KROHNE Inc. careers web page

KROHNE CAREERS WEB PAGE



www.krohne.com

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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.

- ✓ 2+ years of B2B Collections work experience & sound knowledge of order-to-cash process
- ✓ Solid understanding of basic accounting principles, fair credit practices and collection regulations
- ✓ Excellent written and verbal communication skills
- ✓ Hands-on experience in excel and accounting software
- ✓ Proficiency in English and in MS Office
- ✓ Customer service skills
- ✓ High degree of accuracy and attention to detail

EDUCATION and/or EXPERIENCE

BS degree in Finance, Accounting or Business Administration, or equivalent work experience

Manufacturing experience

Disclaimer:

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position. Other duties may be assigned. The Company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances changes (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

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:

- Salary commensurate with experience and the responsibilities of the role.
- Medical
- Dental
- Short term and Long-term Disability
- 401k plan with company match
- Vision insurance
- Aflac programs including accident, cancer, critical illness, hospitalization and supplemental short term disability
- Life insurance
- 401k plan with company match
- EAP
- Wellness programs
- Pet insurance 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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