

**SOUTHWEST IDAHO**

7908 W. Woodlark St.
Boise, Idaho 83709
208 362 5280
208 362 5595 Fax
800 658 5241 Toll Free
www.bolenscontrol.com

SOUTHEAST IDAHO

100 South 140 West
Burley, Idaho 83318
208 677 3855
208-677 3823 Fax
877 265 3677 Toll Free
sales@bolenscontrol.com

Accounts Receivable Specialist

Established in 1982, Bolen's Control House is a leading electrical wholesaler of industrial and automation controls in the southern Idaho market providing control solutions, services and components to the OEM and industrial markets. We are a family-owned business and are looking to expand our business family with quality individuals who appreciate a good day's work in a fun and rewarding work environment.

Job Description Summary: The Accounts Receivable Specialist is responsible for managing the company's incoming payments, ensuring timely and accurate invoicing, reconciling accounts, and resolving payment issues. This role requires strong attention to detail, excellent communication skills, and a proactive approach to collections. Based on experience, position starting range is \$42,000.00-47,000.00 annually with possible year-end bonus.

- Full time position- typically 8am-5pm
- 1+ years of previous Accounts Receivable or Accounting experience preferred
- High School Diploma or equivalent combination of education and experience
- Eclipse Epicor and Ariba computer experience is a plus
- Motivated, self-starter, able to work independently
- Basic Computer, 10key, Microsoft Word, Microsoft Excel and email experience required
- Excellent verbal communication skills required
- Friendly and positive demeanor

Benefits:

- Medical benefits
- 401K plan with up to 4% employer match
- 2 Weeks Paid Vacation after 1 year
- Paid Major Holidays
- 5 Days Sick Time
- FSA and HRA
- Offer of employment is conditioned upon the successful completion of a background check and drug screen, subject to applicable laws and regulations.

Essential Functions

- Prepare and send invoices to customers in a timely manner. This will include reviewing, scanning and batching Bolen's invoices.
- Post customer payments to the correct account by check, credit card and electronic payments. Make bank deposits.
- Monitor customer accounts to ensure timely payments.
- Contact customers regarding past-due balances and resolve any billing issues. Maintain accurate A/R aging reports and track collection calls. Provide timely answers to customer requests and needs.
- Collaborate with the sales team to resolve invoice disputes quickly.
- Set up new customer accounts in the computer.
- Responsible for cash box and credit card reconcile reports. This will include journal entries.
- Answer phones, order office supplies, light cleaning (to include dishes, counters, and vacuum).
- Mail – open, stamp with date and deliver to the correct person. Send out mail.
- File Bolen's invoices and vendor invoices

- Update Forms when needed (ST-101 Forms, Applications, Vendor references, ect.)
- Help with office party, make arraignments for employees when needed.
- Provide Positive Customer Experience. Service with a smile- courteous and pleasant.
- Light duties in Accounts Payable. Inputting vendor invoices, scanning and attaching packing slips. Ability to take over when on vacation.
- Willingness to perform other duties as assigned.

Job Knowledge and Skills

- Strong organizational skills with high attention to detail.
- Excellent verbal, mathematical, problem solving and written communication skills.
- Ability to adapt in high stress situations, prioritize tasks efficiently and meet deadlines.
- Ability to keep sensitive information confidential.
- Actively progressing in computer skills needed for daily activity.
- Actively broadening Eclipse Epicor computer knowledge.

Attendance

- Punctual - Ready to work at scheduled start time and works until scheduled stop time.
- Provides ample time to review time off requests.
- Considers Impact to others when scheduling time off.
- Does not abuse break/ lunch times.
- Provides early notice when sick.

Communication

- Able to get along with different personalities and express concerns and problems with tact.
- Able to provide solutions to issues in a calm, rational manner.
- Good Listener. Listens and understands what others have to say.
- Good written communication- tactful, clearly stated.
- Keeps others informed on pertinent information.

Dependability and Initiative

- On the rare occurrence, willing to work overtime, weekends and odd hours as needed.
- Stays focused on work. Looks out for Bolen's best interest.
- Able to set realistic goals and completes assigned tasks.
- Seeks out new assignments- Training, Knowledge, etc.
- Keeps busy, looks for ways to be more productive.

Teamwork

- Maintains good working relationship with other Bolen's staff members, customers, and vendor reps.
- Willingness to accept changes in routine / flexible in expanding roles
- Shows a willingness to help others. Gives good input and suggestions.
- Is able to laugh.

Organization

- Keeps work areas clean and organized- desk, counter, etc.
- Keeps personal paperwork and information organized
- Returns borrowed items in timely manner

Leadership

- Effectively sets objectives, establishes priorities, and anticipates future requirements.
- Motivates and influences others by setting a good example with positive attitude.
- Effectively delegates tasks and duties utilizing available resources.
- Voluntarily shares knowledge and information.
- Provides direction and encouragement.