**Title:** Accounts Receivable Accountant

**Department Name:** Finance

**Reports to:** Accounts Receivable Manager

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eRecyclingCorps is a rapidly growing company that provides carrier grade Wireless device trade-in solutions to Wireless Carriers and Retailers around the world. eRecyclingCorps goal is to transform the wireless ecosystem by providing an easy way for Wireless Carriers and Retailers to reward customers through a comprehensive wireless device trade-in program.

**Summary:**
The Accounts Receivable Accountant will be responsible for interfacing directly with our wholesale customers throughout the world, both on the phone and via email. This individual will email invoices to customers on a daily basis, review and process credit memos, and reconcile customer receivable balances. Candidate will review daily cash receipts and allocate payments against specific transactions within our consolidated group of US companies.

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**KEY ACTIVITIES**

**Essential Duties and Responsibilities:**

- Set-up new customers in the Enterprise Resource Planning (ERP) system
- Download customer invoices from all our affiliated group of companies to email to customers
- Ensure correct coding of all customer invoices and payments in the ERP system
- Maintain and organize support for customer remittances (wire & credit card payments)
- Respond to customer inquiries
- Reconcile customer statements and correct discrepancies as necessary
- Support financial statement audits
- Assist in month-end financial statement close
- Support other accounting projects, as necessary
Job Description

Education:

Required
Associates Degree in Accounting Related Field
B.S. or B.A. in Accounting preferred

Experience:
2+ years of experience in Accounting or Accounts Receivable
Proficient in Microsoft Word and Excel
Knowledge of applicable accounts receivable/general ledger systems and procedures

Competencies:

- Excellent written and verbal communication skills
- Ability to communicate effectively both verbally and in writing with customers and employees in a professional manner
- Strong attention to detail
- Strong work ethic
- Organization and planning
- Problem analysis and problem-solving
- Adaptable
- Proactive
- Innovative
- Dependable
- **Strong team player, works well in a collaborative environment**
- **Ability to thrive in an entrepreneurial, dynamic growth-oriented environment**

eRecyclingCorps is headquartered in Irving, Texas but our Accounting & Finance Team is based at: 21250 Hawthorne Blvd., Suite 800, Torrance, California 90580-5513.

http://www.erecyclingcorps.com/