

GRUNDÉNS

WE ARE FISHING

Accounts Receivable Specialist

The Role:

Carl Grundén began producing waterproof oilskins in 1911 for the fishermen of the North Sea in Grundsund, Sweden. Material Shortages of WWI forced the company to close but in 1926 Grundén Regnkläder AP was founded and has been producing the most trusted fishing gear ever since.

Built by fishermen then, Grundens way of thinking today carries this tradition. We are humbled by nature's beauty and power and believe if there are no fish there is no fishing, and eventually no us. However, with the right tools, decisions and attitude, we are able to work towards solutions. Working at Grundens is no different. It's about finding resourceful solutions, working towards a common goal and building trust in the process

Your Responsibilities and Duties:

Grundens is looking for an Accounts Receivable Specialist to join our Accounting team. In this role you will provide a high level of service to our internal and external customers. You will be responsible for the timely and accurate invoicing of customers and following up on past due accounts. You will be an effective communicator who is solution oriented. Reporting to the Accounting Manager, the Accounts Receivable Specialist will be responsible for the following:

- Processing of customer invoices and credit memos in NAV ERP system.
- Assist with processing customer credit applications and set-up of new customer accounts in NAV.
- Monitor Accounts Receivable aging in NAV and follow-up with customers on past due Accounts Receivable in a timely manner.
- Application of customer payments in NAV.
- Preparation and processing of daily deposits.
- Maintain Accounts Receivable sub-ledger for accuracy including monthly reconciliation to G/L.
- Review customer invoicing and returns process and partner with key stakeholders to implement process changes.
- Other duties as assigned.

Your Qualifications and Skills:

- Minimum of 2 years of relevant work experience.
- Strong understanding of billing and collections processes.
- Ability to work cross-functionally with other teams to solve problems.
- Understanding of accounting concepts.
- Detail oriented.
- Strong communication skills both oral and written.
- 2 years of MS Dynamics NAV experience.

Grundens is proud to be an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, gender, gender identity, gender expression, genetic information, physical or mental disability, medical condition, sexual orientation, military or veteran status, marital status, or any other protected status. *