



Accounts Receivable Clerk

Nora Lighting, a leading manufacturer of indoor commercial and residential luminaires, is looking for a self-motivated individual to join our Accounting Department. You will be part of a dynamic team that is responsible for providing dedicated support and service to our customers and employees. The right candidate should have excellent verbal and written communication skills and has a positive and upbeat attitude!

Duties and Responsibilities include, but are not limited to:

- Follow-up past due invoices for the assigned customers based on the Accounts Receivable Aging Report printout.
- Responsible for providing copies of missed-out invoices, credit memos, proof of deliveries or statement of accounts that a customer may request from time to time.
- Update all communications made with the customers in the Customer Maintenance module.
- Prepares deposit slips, post check payments in the cash receipts journal, and make sure that payments will be updated in the subsidiary ledger and general ledger.
- Scan checks received and saved in the main PDF file for future reference.
- Deposit checks received in the Bank Leumi Bank system.
- Reviews and resolves invoices with open balances daily.
- Issues credit memos pertaining to price discrepancies, freight adjustments and salesman samples.
- Process RGAs and confirms any discrepancies with the RMA department.
- In-charge of processing credit card payments of customers and ensures that the correct credit card information is the one being charged. Posting of credit card payments in the cash receipts journal as well.
- Authorizes release of new orders for assigned customers which exceeds their credit limit and with payment issues.
- Confirms correct pricing with the Quotation Manager. Also, email customers or sales representative if short payment of invoices is incorrect or not valid.
- Refers incorrect billing of accounts to the customer service representative in-charge so they can prepare the correction sheet form.
- Prepares daily Cash Receipts Report for the assigned week.
- Answers queries from customers via email or phone calls.
- Perform other tasks as directed by the Manager or Controller

Requirements and Qualifications are but not limited to:

- Authorized to work in the U.S - Required
- High School Diploma or equivalent
- 1- 2-year A/R, collections experience
- 1 year Customer Service experience, professional phone, and email etiquette
- Working in an office environment
- Attention to detail
- Analytical accounting experience
- PC Knowledge, Excel, Word, Outlook Proficient
- Work and communicate well within the team and customers
- Ability to work independently
- Lift up to 20 pounds
- Ability to bend, stoop and reach to replace or retrieve files
- Dexterity
- Ability to sit for long periods of time
- Ability to work in front of a monitor for long periods of time



Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

We thank all candidates for applying, however only candidates selected for further consideration will be contacted.

Nora Lighting values the unique skills and experiences of each of our candidates; recognizing that each Nora Lighting associate may help turn our efforts into building a diverse and inclusive place to work, a reality.