



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 saves in the main PDF file for future reference.
- Deposit checks received in the Bank Leumi Bank system.
- Reviews and resolves invoices with open balances on a daily basis.
- 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:

Minimum

- MUST be Authorized to work in the U.S
- 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

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- PC Knowledge, Excel, Work, 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

More about Nora Lighting:

Since its inception in 1989, Nora Lighting has evolved into one of the industry's leading designers and manufacturers of quality lighting systems for commercial, architectural, retail, hospitality, healthcare, educational and residential applications. Our products have become benchmarks for innovation, quality and new energy-efficiency standards, and include an exceptional line of recessed, track, Nora Rail, multiple lighting systems, pendants, under cabinet, linear and accent lighting, emergency and exit lighting. The Nora family supports and champions the technological development of luminaires that meet or exceed the highest international standards of design, craftsmanship, quality, performance, and energy efficiency.

This focus on quality extends beyond our actual products and into our service. Our motto, "Large enough to do it right, Small enough to care" is a testament of that. At Nora, our customers are at the heart of everything we do. We take their goals seriously and see their success as our own. We strive to exceed our customer's expectations with products utilizing the latest in lighting technology and designs, and exceptional customer service. Our full line of LED and non-LED lighting solutions are a reflection of our commitment to our clients. Our extensive product lines, together with our dedicated sales and support teams continue to support the various needs of our valued customers. From product specifications to delivery deadlines, Nora quickly responds to customer needs and requests to help them achieve success.

Across North America, Nora Lighting has developed a strong brand as a premier supplier of solid state lighting solutions. Nora Lighting is a reliable name that customers trust for innovative products, superior quality, and extraordinary service. We achieve this reputation while maintaining ethical, sound and honest business practices.

Nora Lighting is headquartered at 6505 Gayhart Street, Commerce, CA 90040. You will always be greeted with a friendly voice if you reach us by phone at (800) 686-6672 or feel free to email us at info@noralighting.com

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical and dental insurance coverage, and a 401(k) plan.

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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.

Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing