

CAREER OPPORTUNITY

Accounts Receivable Coordinator

Mazak Optonics Corporation, world class laser machine tool manufacturer, is seeking a full time Accounts Receivable Coordinator that will perform a range of accounting and financial management duties to support the financial functions of the company.

Duties and Responsibilities

- Input daily cash receipts
- Input invoices on customer web sites
- Follow up on past due invoices
- Maintain weekly 90- day report, dispute report, advanced money/cash received report.
- Assist write off data entry from the other department
- Process credit applications
- Update software maintenance payment database
- Assist Accounts Payable with resolving cash discrepancies
- Process credit card charges and email receipts to customers
- Back up for Finance Manager when she is on PTO
- Assist Finance Manager to perform account system process for COD customers
- Assist Finance Manager with data entry, correspondence, copying, etc.
- Perform various other projects as requested

Qualifications

- Competency in MS Office, databases and accounting software
- Experience in Great Plains would be an asset
- Familiarity with bookkeeping and basic accounting procedures
- Data entry skills
- Effective written and verbal communication skills
- Superior organizational skills
- Accuracy and attention to detail
- Aptitude for numbers and general math skills

Education / Experience

- Associates Degree preferred
- Minimum 2 years' experience in a similar role.

In order to be considered for this position candidates must submit a cover letter, resume, three professional references and salary history electronically to [hiring@mazaklaser.com](mailto: hiring@mazaklaser.com).