

BAY STATE MILLING COMPANY JOB DESCRIPTION

Job Title: Cash Application Specialist
Department: Finance
Reports To: Director - Credit
FLSA Status: Non-Exempt
Prepared Date: November 15, 2021

SUMMARY

The Cash Application Specialist is a critical role within the Accounts Receivable Team which aids in both Cash and Collections. This role performs cash application functions, deduction resolution and aids the Credit Department in its ability to remain responsive to both internal and external customers. In addition to systems aptitude, this position requires attention to detail, decision-making ability, strong communication skills and the ability to work both independently and with a team in a fast-paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs cash application and other related accounting and credit duties for the credit department such as:

- Completion of daily cash posting
- Reconciliation of customer accounts
- Analyzing remittance information to apply customer payments accurately
- Preparing electronic payment detail for scanning
- Processing ACH credits
- Working closely with the Credit Director/Credit Assistant to process all daily customer checks, ACH and wire payments accurately and in a timely manner.
- Provide Director Credit- Customer deductions to be written off by month end by going through the A/R Aging Report.
- Research and resolve cash application errors and inconsistencies.
- Process remittance information and review instructions accompanying items to determine proper application to reconcile customer accounts accordingly
- Initiate communications with internal as well as external accounting personnel to resolve customer account issues and discrepancies.
- Communicate with customer's accounts payable personnel to resolve payment application questions

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of returns, wire transfers, ach, applying credit/debits

EDUCATION and/or EXPERIENCE

High School Diploma, some college preferred

1+ years previous accounting experience, ability to use multiple software programs. Prior experience with Microsoft AX a plus. Working knowledge of Microsoft Office. Must be detail oriented, with strong written communications and organizational skills. Ability to multi-task and problem-solving skills.

LANGUAGE SKILLS

Must have good English-speaking skills and be able to comprehend and write instructions, short correspondence, and memos.

MATHEMATICAL SKILLS

Understanding of financial transactions and processes

Demonstrated proficiency with MS Excel spreadsheets.

Must be familiar with credits, debits, journal entries and bad debts

Must be a team player with strong interpersonal skills

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or remove up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.