**AR COLLECTIONS/ADMIN SUPPORT**

**JOB DESCRIPTION**

**BASIC PURPOSE:** To provide clerical and administrative services to ensure efficient

timely and accurate payment of assigned accounts, other necessary support for the front office and will report directly to the Office Manager.

**PRIMARY RESPONSIBILITIES:**

* Carry out billing, collection and reporting activities for accounts according to specific deadlines
* Research and resolve payment discrepancies
* Answer the phone in a professional manner, and as promptly as possible (8am-12pm)
* Greet visitors and customers
* Prepare monthly mileage reports.
* Prepare weekly absenteeism reports, and maintain notebook of employee’s absences.
* Order promotional products from the AB Marketing site and maintain information on payments
  + Produce beer invoices for customers/sales personnel.
  + Distribute mail and packages daily in the morning and afternoon
  + Maintain personal mileage records
  + Record fuel tickets, balance and prepare for payment then send to accounts payable bi-weekly

**BILLING**

* Send weekly statements to customers (use specific forms for CVS)
* Enter all invoices on spreadsheet in the NB 30 day
* Enter Vita Coco invoices on SP Commerce (Walmart) site
* Enter all payments on spreadsheet in the NB 30 day
* File invoices and payment stubs

**CREDIT MEMOS/REMITTANCE FORMS/BEER INVOICES**

* Match invoices for remittance and give to accounting

**CHECK-IN ROOM**

* Assist when needed
  + Check-in drivers
  + Verify money totals – adjust for overage/shortage in VIP
  + Separate invoices: military, prepaid, non-alcohol Fintech
  + Run checks/money orders through system (Bank of America)
  + Deposit cash in safe

**BACK UP DUTIES**

**RECAP**

* Verify bank statement totals with Check-Up spreadsheet from the previous day
* Verify totals from the spreadsheet with the trial warehouse totals
* Make adjustments so totals match
* Submit all recaps/adjustments/totals to accounting

**ACCOUNTS RECEIVABLE**

* Backup administrative office associate
* Enter all payments for the day in VIP
* Enter all paid shorts in VIP
* Scan all checks and staple with Hot Shot invoices, and put in folder to verify with bank statement in the morning

**EXPECTATIONS:**

* Wear proper KW Beverage approved dress code and be neat and clean in appearance daily. Business casual attire (jeans allowed on Fridays.)
* All facial hair (beards, goatees and mustaches) must create an overall neat, polished and professional look.
* Normal hours are 8:00 to 5:00 PM every Monday thru Friday.
* Attend all company required meetings unless excused for vacation, illness, or personal reasons by office manager.
* Develop and maintain a good working rapport with all customers and KW employees.
* Have a working knowledge of MS Office and specifically be able to work with Excel and Word documents.
* Meet ALL deadlines set up by the office manager.
* Follow all company policies and procedures.
* Perform any other duties as assigned.
* The following physical demands are required but not limited to:

Walking, Sitting, Lifting, Carrying, Pushing, Climbing, Stooping, Bending, Kneeling, Reaching, Pulling, Standing