



Employment Advertisement

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Accounts Receivable Administrator

Begin your career now with Employee Benefit Systems!

Employee Benefit Systems is seeking a highly proficient and organized individual to fill an Accounts Receivable position. This position is responsible for receiving payment from clients, applying payments into our billing system, preparing bank deposits, making bank transfers online, and preparing monthly receipts and disbursement reports. This position will also reconcile Accounts Receivables and communicate outstanding balances to the billing department. Billing audits will be completed on an as needed basis.

A high degree of accounting interest and aptitude, detail orientation, and prior working knowledge of accounting software are all essential for this job. The successful applicant will be a quick learner, have good problem solving abilities, and will be a customer service expert. Prior accounting experience and education is preferred.

Applicants interested in working for a customer and community-focused employer should complete our employment application at <http://www.tworiversbank.com/careers.html>

In addition to the application, you may also submit your resume to:
kaugustine@tworiversins.com.

Employee Benefit Systems is a proud member of Two Rivers Financial Group

Two Rivers Financial Group is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.