

Credit - Accounts Receivable Specialist

Westlake, OH

OxyGo HQ Florida, LLC is headquartered in Orlando, Florida and the parent company, Applied Home Healthcare Equipment, is located in Westlake, Ohio.

We have an immediate opening for full-time Credit Accounts Receivable Specialist. The work environment provided for our associates is friendly, clean and safe. We pride ourselves on high-quality USA made products, and outstanding customer service.

Summary/Objective

The credit/accounts receivable specialist is responsible for the credit and other accounting functions. Responsibilities will include the processing up/issuing credit memos as appropriate. This position may also provide general office support with a variety of clerical activities as well as communicating effectively with team members within the shipping/receiving, customer service and accounting departments.

Essential Functions

- Administers company credit application process by reviewing the credit application, establishing lines of credit, conducting financial analysis including third party report review and makes recommendations to credit manager
- Administers company lease application process by reviewing the lease application, establishing lines of credit with leasing partners
- Conducts credit collections by prioritizing credit reviews for existing accounts, contacts customer and sales, issues Letter of Credit, coordinates activities with customer service and ensures proper follow-up
- Records information about financial status of customers and status of collection efforts
- Opens new accounts
- Applies customer payments
- Researches and solves payment discrepancies
- Processes credit card payments and credits
- Make adjustments to accounts as needed
- Maintains tax exemption and W9 records and files
- Ability to multi-task, prioritize and work efficiently
- Ability to demonstrate good common sense and sound judgement

Competencies

- Financial Management
- Ethical Conduct
- Thoroughness and attention to detail
- Customer/Client Focus
- Problem Solving/Analysis
- Communication Proficiency

Required Education and Experience

- Associate degree required in accounting or equivalent number of years of experience, plus 2-3 years of accounting experience
- Related work experience in accounts receivable and/or finance.
- Computer experience (Intermediate user of Microsoft word, excel, and outlook, Advanced preferred)

Preferred Education and Experience

- 3-6 years hands-on accounts receivable, credit and collections experience

Compensation: Competitive relative to qualified candidate's experience starting at \$17.00/hr and Sign-on Bonus Available.

Benefits We Offer: Medical, Dental, 401k, Life Insurance, Long Term Disability, Paid Time Off, Paid Holidays

Other requirements:

Successful clearance of a pre-employment background and drug screen required. The Company conducts business with the Federal government and complies with all applicable Federal, State and local laws, regulations and guidelines.

Equal Opportunity Employer

ADA Compliant

Drug-free and smoke-free workplace

Visit our websites:

www.oxygo.life

www.applied-inc.com

www.lifecorporation.com

www.oxyfuelsafety.com