

Job Title: Bookkeeper/Accounts Receivable Clerk



Reports To: Range Marketing Partners

Job Summary:

The Bookkeeper/Accounts Receivable Clerk will monitor and manage billing procedures, maintain accounts receivables, and work to improve the current payment system. The candidate must be highly organized, detail-oriented, efficient, and able to coordinate simultaneous projects.

This position is a client-facing role that also works closely with our internal Sales team. Strong verbal and written communication skills are required. This is a part-time position with the potential to expand to full-time.

Responsibilities may include:

- Preparing invoices, sales receipts, and purchase orders by scheduled due dates
- Maintaining accounts receivables, including invoicing, deposits, collections
- Auditing billing against live account fulfillment on a monthly basis
- Protecting operations by keeping financial information confidential
- Categorizing all financial transactions and performing bookkeeper tasks
- Managing client relationships and representing Range Marketing in a professional manner
- Researching and implementing improvements to the payment system
- Month-end financial reporting

Experience Required:

- Bachelors degree in Finance or related field
- A minimum of one year experience in bookkeeping, finance management, or related field

Necessary Skills:

- Quickbooks
- Microsoft Excel, Google Suite
- Accounts payable, accounts receivable
- Strong verbal and written communication skills
- Detail oriented, accurate, efficient
- Strong math skills, good with numbers
- Customer service experience preferred