

ACCOUNTS RECEIVABLE ADMIN

Semperit AG Holding is a publicly listed, internationally oriented group that develops, manufactures, and markets polymer products in more than 100 countries. The company operates through two divisions: **Industrial Applications** and **Engineered Applications**.

- **Industrial Applications** focuses on high efficiency, cost optimized production of products such as hydraulic and industrial hoses, as well as profiles.
- **Engineered Applications** includes escalator handrails, conveyor belts, cable car rings, and other engineered elastomer products, including the Rico Group, with a strong emphasis on customized technical solutions.

Founded in 1824, Semperit is a long established Austrian company headquartered in Vienna.

Accounts Receivable Admin

Semperit America's is searching for an Accounts Receivable Admin/Accounting Generalist whose primary duties consist of managing accounts receivables. This position will also perform standard accounting activities such as expense reimbursements.

Accounts Receivable duties:

- Prepare batch of cash receipts postings on daily basis.
- Research short pays: determine issue and chargeable party; recommend adjustment or pursue collection.
- Constantly review AR aging noting accounts with past due balances. Determine course of action relating to collection of past due amounts, communicate with appropriate customer personnel to collect amounts owed, and if necessary, put customer on credit hold.
- Send weekly Dunning runs for past due accounts.
- Communicate with sales managers regarding customer payment status.
- Prepare AR reports.
- Issue credit memos for returned or damaged items, or other reasons.
- Post bank statements daily to SAP.
- Post daily AR Transactions.
- Manage credit insurance.
- Manage Concur Travel & Expense Reporting System.

Month-End Closing duties:

- Prepare aging subledger and detail report.
- Write-off uncollectible accounts and old credits.

Other duties:

- General accounting duties may be required.
- Back up to other accounting staff for "mission critical" processes.

Requirements:

- High School Diploma or equivalent

- 5 years' experience in Accounts Receivable, collections and cash applications
- Proficient in MS Office Suite especially Excel and Outlook
- ERP/accounting systems, travel & expense systems, SAP a plus.
- Ability to work in a dynamic fast-paced, team-oriented environment
- Demonstrates attention to detail, and sensitivity to confidential matters
- High-energy, self-motivated, and able to complete defined tasks with minimal supervision

Part Time

- 25 – hours per week.

We offer an interesting challenge and attractive employment conditions in an international organization with production sites in Europe [Austria, Germany, Hungary, Czech Republic and Poland], the USA, and Asia [Thailand, China, India, Malaysia], as well as further sales companies around the world. Good opportunities for further development and comprehensive training are guaranteed.

Location:

- Newnan, GA

All qualified applicants will receive consideration for employment at Semperit without regard to race; creed; color; religion; national origin; sex; age; disability; sexual orientation; gender identity or expression; genetic predisposition or carrier status; veteran, marital, or citizenship status; or any other status protected by law. Semperit is proud to be a drug-free and equal opportunity employer.

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