



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Accounts Receivable

Company:	Dinex Emission	
Contact:	Anouska Edwards	
Job Location:	Dublin, Ga	
Posting Date:	05/02/2024	
Closing Date:	Open until Filled	
Phone/Email:	aed@dinexemission.com	
Service/Product		
Hours/Week:		Shift: Full-time
Salary:		Benefits: Included
Travel Necessary:		Relocation:

To Apply:

Applicants can send resume to aed@dinexemission.com For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- Accurate processing of accounts and incoming payments
- Maintaining compliance with financial policies and procedures
- Consistently and accurately performing all day-to-day financial transactions
- Written and computer skills including those needed to prepare bills, invoices, and bank deposits



- Detail-oriented computation and organization skills to ensure reconciliation of the accounts receivable ledger, verifying that all payments are accounted for accurately and properly posted
- Ability to process and scrutinize data to verify any discrepancies within the system
- Problem solving skills to ensure the resolution of any customer's billing issues
- Reliably executing the timely sending of bill reminders and contacting clients to facilitate payment of invoices due
- Generating financial statements and reports clearly detailing accounts receivable status
- Generating invoices and account statements
- All other responsibilities as assigned

Qualifications:

- Experience as an accounts receivable clerk, accounts receivable Manager, and/or Accountant and proven success in that role.
- Reliable, solid understanding of industry standards including basic accounting principles, fair credit practices, and collection rules and regulations.
- Meticulously accurate abilities to calculate, post and manage necessary figures and financial records.
- Exceptional data entry skills and aptitude for working with numbers.
- Significant, first-hand experience operating spreadsheets and accounting software.
- Excellent writing and verbal skills, including the ability to communicate articulately and efficiently with other people within the company and with customer contacts.
- Proficiency in MS Office.
- Well versed in customer service and negotiation skills.
- Highly detail-oriented thinking and proven accuracy