

Position Title	Accounts Receivable Clerk
Date Posted	02/20/2020
Location	Houston, TX
Dept.	Finance
Job Type	Full time

What we offer:

- A career as fulfilling as you want it to be.
- Energy to personally and professionally develop.
- All the tools and hardware needed to be successful.
- A brand of service unmatched in the Logistics industry with a reputation to match.
- A competitive compensation package
- 401K, Medical, Dental, Vision, Life benefits.
- Whole bunch of other perks too!

**Omni is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.*

Job Description:

- Posts customer payments by recording cash, checks, and credit card transactions.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Protects organization's value by keeping information confidential.
- Generating and account statements
- Investigating and resolving any irregularities
Performing administrative and clerical tasks, such as data entry, sending bill reminders, and contacting clients to discuss their accounts.

Knowledge/Skills Required:

- An ability to prioritize and manage expectations
- A keen eye for detail
- An ability to work independently
- The ability to communicate articulately and efficiently with other people within the company
- General Excel knowledge, vlookup would be preferred