



## Northeast Nursery, Inc.

*Supplying Fine Plant Material & Landscape Supplies*

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**Job Title:** Collections/ Accounts Receivable Specialist

**Department:** Corporate Offices

**Function:** We are looking for an experienced Accounts Receivable Specialist. Candidates for this role should have strong background in collections, attention to detail, as well as communication, customer service and organizational skills. Individuals need excellent data entry and computer skills in addition to a minimum of high school diploma or Bachelors degree or 3-5 years experience.

### Duties and Responsibilities:

- Post daily cash receipts.
- Prepare, enter and post Journal Entries
- Prepare monthly statements.
- Be a proactive collector working closely with customers accounts.
- Manage AR aging with minimum 1500 customer accounts.
- Maintain customer contact information.
- Have an understanding of Microsoft Office.
- Experience working with contractors is helpful but not required.
- Work independently and as a team player!

### Qualifications:

- Strong communication skills.
- Strong analytical and decision making skills.
- Strong interpersonal skills.
- Ability to prioritize and problem solve.
- Attention to detail.
- Accountability/Initiative.
- Prioritizing, planning, and organizing.
- Customer service orientation.
- Flexibility/adaptability.
- Teamwork.
- Pro active in issue resolution and escalation.

**Contact Person:** Office Manager

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*