

Accounts Receivable Specialist

*your partner
in food safety*



Protecting the food chain for over three generations. Saving lives. Reducing costs, liability and risk.

At Birko, we take food safety seriously. Nothing is more important to us than making sure the food chain is secure, safe and pathogen free. That's why we're committed to providing the best in environmentally responsible chemistry, state-of-the-art equipment, and excellent customer service. It's all part of The Birko Advantage, an integrated food safety solution of chemistry, equipment and technology provided by highly trained and experienced service professionals.

Birko's expertise and innovation in food safety is built on a strong technical foundation and our team of chemists and microbiologists are industry-leading experts. We supply over 60% of the Top 100 U.S. protein companies and 90% of the top 10 U.S. beef processors. Our penetration in the brewery sector is equally strong as evidenced by our many customers who are winners at the Great American Beer Fest! And in produce, our customers span the nation and include companies with household names and trusted products.

The company is currently recruiting for an **Accounts Receivable Specialist** in the Denver (Henderson) office. The Accounts Receivable Specialist role is a hands-on position, and the incumbent will be responsible for promoting financial discipline within the accounting department by performing accurate invoicing, posting customer payments, conducting collections activities, and maintaining customer accounts.

Supports managers and employees in the field, at the Olathe facility, and in the Denver headquarters. Maintains a "can-do" attitude and continuously strives toward process improvement. Exemplifies Birko's values, mission and vision statements and core strategies throughout daily activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Invoicing: reviews sales orders for accuracy, including sales tax and freight charges
- Collections: monitors customer accounts for non-payments, delayed payments and other irregularities, and contacts customers to collect past due amounts
- Develops highly-collaborative relationships with customers
- Monitors and reconciles customer accounts
- Investigates and resolves customer issues
- Applies customer payments and processes credit cards
- Performs necessary month-end close activities and reconciliations
- Completes credit checks on new and existing customers

SKILLS AND QUALIFICATIONS:

- 3-5 years of recent accounts receivable experience within a manufacturing environment
- Accounting coursework preferred

- Relationship-builder
- Detail-oriented, with strong analytical and Excel skills
- Adherence to corporate goals, values, and mission and vision statements
- Process-driven
- Knowledge of sales taxes
- ERP experience; Microsoft Navision a plus

We recognize that our success would not be possible without the dedication of our employees. Employees at Birko are rewarded via a competitive compensation and benefits package and the opportunity to work with industry-recognized professionals in a growing company.

To apply, please send application materials, with HR Manager in the subject line, to HRInfo@birkocorp.com. Please note that Birko conducts background checks as well as pre-employment and random drug screens.

For more information about Birko, visit the company website at www.birkocorp.com.

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