



# Dan Schantz Farm & Greenhouses, LLC

## ACCOUNTS RECEIVABLE CLERK

The Accounts Receivable Clerk follows established procedures to provide clerical and administrative services to ensure efficient, timely, and accurate invoicing and payment of accounts.

This full-time position is based at our main office located on our scenic greenhouse range at 8025 Spinnerstown Road, Zionsville, PA 18092. We require day shift hours Monday to Friday but offer some flexibility with start and end of the shift.

Tasks include, but are not limited to:

- Process daily invoices and reports according to company procedures
- Maintain accounts receivable customer files and records
- Prepare bank deposits and handle credit card transactions
- Apply payments to customer accounts
- Research and resolve payment discrepancies
- Process adjustments
- Generate, review and maintain age analysis
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Follow through with collections
- Communicate with customers via phone, email, mail, online or personally
- Investigate and resolve customer queries

The ideal candidate will have:

- 1 to 2 years accounts receivable experience
- Basic to Intermediate Microsoft Excel skills
- Strong attention to detail and high level of accuracy
- Excellent communication, customer service, organizational and problem-solving skills
- Integrity, dependability, cooperative attitude, and ability to work independently

We offer:

- Full-time, year-round employment
- Friendly, family-oriented work environment
- Benefits including health insurance, 401(k)/profit sharing plan, and generous employee discount

To apply, complete our Employment Application and send with a cover letter and your resume to [hr@danschantz.com](mailto:hr@danschantz.com) using ACCOUNTS RECEIVABLE CLERK as the subject of your message.

**We expect to fill this position quickly!**

**If it sounds like a fit for you, APPLY IMMEDIATELY!**

*While we sincerely appreciate everyone's interest in the position, only applicants selected for an interview will receive a response.*