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<b>Job Title:</b>	Accounts Receivable Specialist
<b>Job Status:</b>	Full Time
<b>FLSA Status:</b>	Exempt
<b>Travel:</b>	None
<b>Location:</b>	Carmel, Indiana
<b>Supervisor Title:</b>	Controller

## **JOB SUMMARY**

SePRO Corporation is a specialty environmental products company with a mission to Protect, Preserve and Restore nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

The Accounts Receivable Specialist will play a key role in improving cash flow, ensuring accurate billing, managing customer accounts, and supporting a disciplined receivables process. This position is hands-on and interacts cross-functionally with accounting, sales, customer service, and business leadership.

## **PRIMARY RESPONSIBILITIES**

### **Invoicing & Billing**

- Audit and send customer invoices daily.
- Review of billing for accuracy, including pricing, terms, taxes, and sales exemptions.
- Maintain and update customer pricing in internal systems.

### **Cash Application & Collections**

- Reconcile bank accounts and deposits daily.
- Apply customer payments and ensure accurate posting to the AR ledger.
- Manage customer accounts by sending monthly statements, payment reminders, and conducting regular collection outreach.
- Support monthly AR review meetings with internal business leaders.

### **Rebate Programs & Pricing Programs**

- Calculate and validate customer rebates in accordance with marketing-defined programs.
- Maintain supporting documentation for rebate calculations and ensure timely processing.

### **Compliance & Documentation**

- Manage and audit customer sales tax exemption certificates and update systems as needed.
- Maintain accurate AR files, customer records, and supporting documentation.

### **Month-End Close Support**

- Support the Controller and accounting team in closing monthly books.
- Prepare AR-related schedules, reconciliations, and variance explanations.

### **Additional Responsibilities**

- Work cross-functionally to resolve account discrepancies and customer issues.
- Assist with internal process improvements related to billing, collections, and cash application.
- Perform other related duties as assigned.



## **QUALIFICATIONS**

### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 2 years of relevant accounting or AR experience, preferably in a manufacturing environment.
- Experience with ERP systems and purchase order matching required. Prior experience with Deacom preferred.

### **Skills & Abilities**

- Knowledge and practical experience with payment processing systems.
- Understanding of financial accounting and GAAP.
- High attention to detail with strong organizational skills.
- Proficient in Microsoft Office, specifically Excel, and accounting/ERP systems.
- Strong written and verbal communication skills.

## **PHYSICAL REQUIREMENTS**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds occasionally.

## **COMPETENCY STATEMENTS**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word. Will be expected to talk to others on the phone.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

## **EEO STATEMENT**

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.