



ACCOUNTS RECEIVABLE CLERK

NYC Metro Area (or remote)
Part-Time

WHO WE ARE:

Banza makes the foods people love better by using more nutritious ingredients. Our first product, a delicious pasta made from chickpeas, is the fastest growing pasta brand in the country. In just three years we've gone from an idea to a product in 10,000 stores, from Whole Foods to Target. We've been named one of TIME's 25 Best Inventions, appeared on the Today show and Good Morning America, been in in the New York Times, and most importantly, brought a better pasta to millions of happy customers.

YOUR MISSION:

We are looking for a candidate to join our team as an Accounting Clerk to handle invoicing, receiving, and reconciling of customer payments . This position requires the individual to have strong interpersonal skills, and to be an excellent communicator who is capable of taking initiative and functioning independently. Ideal candidates will have superb organizational skills, possess ability to multitask/prioritize, and bring an impeccable work ethic to the role. You must be able to work as part of a team and step-up as necessary to assist with meeting company deadlines.

WHAT YOU'LL DO:

- Generate customer invoices in the company's accounting system and, when applicable, in the customer's EDI system
- Receive and record customer payments
- Reconcile payments from customers, including chargebacks, short and over payments
- Open claims to dispute charges from customers, follow up as needed
- Prepare reports on delinquent accounts and customer payment profiles
- Communicate with clients about past due invoices
- Other various projects as needed

WHO YOU ARE:

- Associates degree in accounting with at least 1 year of experience
- Proficiency in QuickBooks and Microsoft Excel is required
- Knowledge of Generally Accepted Accounting Principles is a plus
- Able to learn new applications quickly
- Able to work in a fast paced, high-growth and rapidly changing environment
- Able to balance and prioritize multiple tasks while managing strict deadlines
- Strong verbal and written communication skills are essential

HOURS & COMPENSATION

Additional details: Part-time role (~20-30 hours a week); compensation commensurate with experience.

TO APPLY:

Email jobs@eatbanza.com with subject "Application for Accountants Receivable Clerk- [your name]" and include your resume plus a cover letter describing why you want to join Banza and would be a great fit for the role.