



Responsibilities and Qualifications

Job Title: Accounts Receivable

Status: Non-Exempt

Department: Accounting

Reports to: Accounting Manager

Location: Petaluma, CA

Position Summary:

We are seeking a candidate in Accounts Receivable to join our thriving wholesale Company in Petaluma, CA! Two – 3+ years of experience with Accounts Receivable is preferred. The ideal candidate will be detailed oriented and organized, handle high volumes, have excellent written and verbal skills, and be able to manage time effectively and efficiently.

Primary Responsibilities:

- Invoicing
- Processing and recording payments
- Customer service
- Handling sensitive/confidential information appropriately
- Retrieving information for new customer accounts
- Prepare reports and statements as required
- Data entry

Required Qualifications:

- Accounting degree or equivalent experience
- Demonstrated ability to perform diversified clerical functions and basic accounting procedures
- Highly organized, meticulous and detailed
- Ability to multi-task and handle high volume
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- NetSuite experience preferred

Along with cover letter and resume, please also include at least three professional references.

TO APPLY

please send your resume and cover letter to:

careers@kalabrand.com

(Include Job Title in email subject line)