



PORT OF PALM BEACH DISTRICT JOB POSTING

Title: Accounts Receivable Specialist (Exempt Position)
Salary Range \$35,000-\$40,000

Department: Finance/Accounting

Supervisor: Manager of Contract Compliance and Accounts Receivable

Closing Dates:

Internal Candidates – Until Filled

External Candidates – Until Filled

Job Summary: The Accounts Receivable Specialist will be responsible for performing advanced accounting work, which includes inputting entries, invoices, and fees, analyzing and reconciling cash receipts. Work is performed under the general supervision of the Manager of Contract Compliance and Accounts Receivable.

ESSENTIAL JOB FUNCTIONS

- Prepare, edit, and correct invoices related to maritime activities.
- Maintain, reconcile, and adjust customer accounts and files as needed. Issue monthly customer statements.
- Maintain knowledge of Accounts Receivable aspects of the Port Tariff to ensure correct billings
- Prepares Delinquent & Property Damage letters to Port Customers/Tenants.
- Follow up with customers on “past due accounts”
- Works closely with customers and Operations Depart. to ensure that billings are correct
- Maintains licenses and permits and ensures that the documentation is in compliance with Board established requirements.
- Analyzes, records, and reconciles daily cash/checks received.
- Assists in the year-end audit through the preparation of various audit schedules.
- Assist Manager and Finance Department with various special projects
- Other duties as assigned.

Requirements:

- Knowledge of advanced accounting work, which includes inputting entries, invoices, and fees, analyzing, and reconciling cash receipts.
- Strong analytical skills and proficiency in Microsoft Excel.
- Ability to make decisions with minimum supervision.
- Ability to generate thorough and accurate documents and use sound professional judgment.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships.

Education and Experience Required

- Associates Degree in Accounting or related field.
- Minimum of two years Accounts Receivable experience.
- Microsoft Office and Microsoft Dynamics GP experience a plus.

Working Conditions/Physical Demands: Office environment where the employee may sit comfortably to do the work, Travel required for some locations, walking, and standing, bending, reaching, and carrying of items such as papers, books, and equipment, Must be able to lift 50 pounds. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment

Manuel Almira
Executive Director

Date

****Potential candidates must complete an application and forward completed application to the Port's Human Resources Department.**