

Accounting Clerk

Leading in filtration innovation since 1942, we are a growing family of companies in more than 71 locations with over 3,500 employees worldwide. We take pride in delighting our customers by providing filtration solutions for every situation. Filtration Group serves nearly every market segment with its family of companies that includes Filtration Group–HVAC, AG Industries, Air Flow Technology, Air System Products, Buffalo Filter, Chemco, Con Air Industries, Dafco Filtration Group, Filtrair, Filtran, IBS Filtran, Global Filter, Jonell, Porex, Universal Air Filter, Waco Filters, and Zinga Industries.

We are looking for results-driven individuals with a can-do attitude to help us continue to find the best solutions – solutions that make a difference for our customers and for our environment. If you are ready to grow, learn, and lead, we'd like to talk to you. Filtration Group has an exciting opportunity for an Accounting Clerk at our Process Technologies Division headquarters in Tulsa, Oklahoma.

POSITION SUMMARY

The Accounting Clerk performs routine accounting and bookkeeping functions pertaining to Accounts Receivable as well as minimizes financial risks to the company by maintaining diligent records on customers and vendors. The successful candidate conducts follow-up activities on overdue accounts and initiates collection efforts on delinquent accounts.

KEY RESPONSIBILITIES

- Records cash receipts, approved customer credits, and other customer adjustments; updates daily cash reports
- Appropriately refers customer complaints concerning product, service, billing or credit rating to ensure expedient and effective resolution of problems associated with payments
- Prints and reviews shipment exception reports and determines required corrective actions for customers who exceed their credit limit and/or exceed days outstanding/suspended
- Supports the Sales and Customer Service teams with customer inquiries
- Other duties as assigned

QUALIFICATIONS

- High school diploma or GED required; some college coursework in Accounting, Finance or related field strongly preferred
- A minimum of two years of accounting or bookkeeping experience required
- Proficient in Microsoft Office products with an intermediate level of experience in Excel
- Must be able to communicate effectively at all levels within the organization
- Strong attention to detail and possess analytical skills with the ability to investigate questionable data.
- Strong data entry skills with emphasis on data integrity and confidentiality
- Ability to multi-task and manage time effectively; must be well-organized
- Must be a strong team player with the ability to work within high performance teams
- Customer-oriented and able to adapt to changing demands and priorities