

**Prototek**, is seeking an A/R Representative to assist with the daily operations of the Business Office. This position reports to the A/R manager assisting with the daily functions outlined below, which can change from day to day. Excellent organizational skills, strong excel experience, ability to prioritize workload, professionalism with clients and maintaining confidentiality are crucial to this position. This is a full-time position working in our NH office.

**Job Duties:**

- Responsible for all aspects of the collection process
- Daily processing of accounts receivable
- Opening new client matters
- Perform Conflict checks
- Daily reviewing of bank accounts and recording all customer payments
- Performing month end bank reconciling
- Taking on special projects as assigned

**Qualifications:**

- Minimum of 1-3 years' experience working in a manufacturing or similar accounting environment
- Experience with A/R or/and A/P
- Experience with electronic billing
- Possess a positive attitude, a natural enjoyment of this field of work, and a highly motivated personality
- Ability to handle multiple tasks and work successfully in a fast-paced, time-sensitive environment
- Exceptional attention to detail, adherence to deadlines, accurately execute tasks and follow-through with commitments/obligations
- Solid computer skills in Microsoft Office Suite products, particularly Excel and Word
- Good analytical skills