



Job Description

Job Title: Accounts Receivable Clerk			
Division:	Admin Shared Services	Hours:	
Location:	2995 Ryan Drive SE Salem, OR 97301	Travel Required:	No
Level\Pay Range:	Specialist \ \$18 – 22/hr. DOE	Position Type:	Hourly, non-exempt
Reports to:	Credit Manager	Work Schedule:	8am to 5pm Mon-Fri

PURPOSE

The purpose of this job is to accurately post, verify and record customer payments and transactions in a timely way, helping to fulfill Pratum’s overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

TASKS & RESPONSIBILITIES

- Posting checks/ACH
- Prepare/upload ACH pulls
- Credit card payments over phone, daily and monthly
- Taking customer calls
- Invoice requests or account detail exports for customers
- Preparing ASL filings
- Cash deposits at bank
- New account setups
- Past due calls/notices
- Customer account reconciliation
- Customer statement runs/mailings
- Assisting in pulling reports
- Ensuring we have updated customer account information

Expectations

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers



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- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Motivated to contribute to Pratum’s success and the fulfillment of our mission, vision, and values
- Good math and organizational skills with the ability to prioritize multiple assignments
- Positive attitude that contributes to a winning culture

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Attention to detail
- Some experience in accounts receivable preferred
- Minimum typing speed of 50 WPM, and minimum 10 key speed of 10,000 KPH. This will be verified during the interview process
- Must have reliable transportation

PREFERRED SKILLS

- Proficiency with MS Office products: Excel, Word, Outlook, etc.
- Internet proficiency: navigating the internet to find information
- Experience with, or ability to adapt to a paperless work environment

Prepared By:	Brandi Hollstein, HR Generalist	Date:	October 18, 2022
Approved By:	Tim Misener, CFO	Date:	October 18, 2022
Last Updated By:		Date:	
Employee Name:		Email:	
Employee Signature:		Date:	



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Physical Requirements

General Notes:

Primarily an office administrative position with minimal physical requirements

Tools & Equipment Used:

Typical office equipment, computers, etc.

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					X	2	8
Standing			X				
Walking			X				
Change Positions?			X				

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs		X			
51-75 lbs		X			
>75 lbs	X				

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop			X		
Twist		X			
Crouch/squat		X			
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface	X				
Climb Steps/Ladder		X			
Work at heights	X				
Reach at or above Shoulder		X			
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls	X				

ENVIRONMENT: Inside 100 % of time Outside 0 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date