

Position: **Accounts Receivable Specialist**  
Location: **Appleton, Wisconsin**  
Reports to: **Controller**  
Hours: **Full time**  
Website: [www.Water-RightGroup.com](http://www.Water-RightGroup.com)

***If you are seeking a position with a stable and profitable company, where you can be a member of a high energy, family oriented team? Then Water-Right is the company for you. Our growing business is hiring an Accounts Receivable Specialist. The successful candidate will be responsible for providing financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts under his or her control.***

Water-Right, Inc. serves very select markets of the water treatment industry. Our primary focus is to offer the best solutions for the end consumers water treatment needs while developing superior products and resources to support our Wholesale and dealer network customers. We provide "value-added" products, tools, and business programs designed to best assist the customer in growing a successful business.

**Scope of Responsibility:**

Responsible for providing financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts under his or her control. Work with the Controller to best understand company initiatives and develop a plan of action that supports the goals of the department.

**Essential Duties and Responsibilities**

- Process cash receipts daily and prepare related bank deposits
- Follow up on, collect, and allocate payments
- Research and resolve payment discrepancies, process adjustments as needed
- Communicate with customers about billing discrepancies and questions
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Prepare month end statements for customers
- Maintain accounts receivable files and records, including sales tax exemption records
- Maintain up to date billing system
- Generate age analysis; review AR aging to ensure compliance
- Coordinate credit application process for new customers
- Complete credit reference requests as needed
- Train and perform back up duties for invoicing process and reception desk
- Manage consignment inventory billing and transfer process
- Assist with event planning such as training schools and holiday parties
- All other duties as assigned

### **Education and Experience**

- 1-3 years accounts receivable and general accounting experience
- Knowledge of accounts receivable and office administration and procedure
- Knowledge of regulatory standards and compliance requirements
- Ability to plan, meet timelines, handle multiple tasks and work collaboratively

### **Skills and Key Competencies**

- Attention to detail and accuracy
- Excellent verbal and written communication skills with proficiency in:
  - Microsoft Office – Word, Excel, PowerPoint and Outlook
- Organizational skills; problem analysis and problem solving skills
- Customer service skills

### **Benefits**

Water-Right is a growing company that offers a competitive benefits package after 60 days to all full-time employees, such as health, dental and vision insurance, short term and long term disability insurance, life insurance, PTO time, HSA account, Flexible Spending Account, and inter-company events and programs. 401K contributions are available after the first year of employment. Additional benefits, such as bonuses, are typically paid at the discretion of management and are based on company performance.

### **To Apply**

Please mail or e-mail your resume to:  
Water-Right, Inc.  
Attention: Angie Lom  
1900 Prospect Court  
Appleton, WI 54914

**E-mail: [angie.lom@water-right.com](mailto:angie.lom@water-right.com)**

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### **LEARN MORE**

To find out more about Water-Right Group companies, brands, innovations, and markets, visit our company website at [www.water-rightgroup.com](http://www.water-rightgroup.com)

*"If you're hard working and thrive in a fun and challenging environment, consider Water-Right."*

**Kurt Gruett, President**