

ACCOUNTS RECEIVABLE SPECIALIST

JOB REF: 0583

Our Client

Our client is a global manufacturer of lifting and material processing products and services that deliver lifecycle solutions to maximize customer return on investment. Due to expansion globally, they are now recruiting for an Accounts Receivable specialist to be based at their Global Business Services Site in Lurgan. This role will be a contract position for 9-12 months.

Job Purpose

This is an exciting opportunity for an Accounts receivable or credit professional to develop their career with a global business that offers excellent long-term career opportunities. The Accounts Receivable Specialist is responsible for various tasks related to the overall customer billing, dispute resolution, cash application, credit review, and other AR processing and functional activities.

Responsibilities:

- Respond to and resolve internal/external customer enquiries.
- Review accounts receivable accounts for erroneous transactions.
- Review cash receipt, overdue invoices, refunds, etc.
- Bank/remittance data received and input.
- Credit card payment information received and input.
- Ensure accurate and timely cash application.
- Apply short-pay write-offs and credit notes.
- Apply and record "unapplied cash".
- Any other ad hoc duties as deemed appropriate by management.

Person Specification

- Minimum of GCSE level or equivalent including Maths and English.
- Minimum one-year experience within an Accounts Receivable/Credit department including proven experience with payment resolution and cash application.
- Experience of working in a fast-paced environment with a high volume of transactions is essential.
- A working knowledge of Microsoft Office suite (Excel, Word, etc.).

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the [link](#).

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.