



# LA ROUSSE

FOODS

## AR Collections Representative

The A/R Representative is responsible for managing a designated accounts receivable portfolio. Specific responsibilities include collecting customer outstanding balances by enforcing terms of sale; reviewing and taking action on accounts on hold; responding to internal and external customer inquiries; creating reports and analysis as well as other tasks and special projects as assigned. This position works with all levels of management internally and externally to minimize risk and improve profitability and the collections cycle.

### Responsibilities

- Posts customer payments by recording cash, cheques, and credit card transactions.
- Collection calls and correspondence
- Ensure timely payment of Invoices
- Manage the collection of outstanding payments
- Monitoring customer account details for non –payment and delayed payment
- Investigate and resolve internal and external queries
- Processing direct debits accurately
- Setting up new accounts
- Perform credit checking activities
- Reconciliation of accounts at month end
- Establish and maintain strong working relationships with customers and all functional groups essential to accomplish objectives.
- Keep management apprised of unusual or non-standard issues and escalating when appropriate
- Other tasks/projects as assigned

### Competencies

- Highly motivated self-starter who can work well independently and in a team environment
- Attention to detail without losing focus of the “big picture”
- Excellent problem solving and negotiation skills required
- Strong written, numerical and verbal communication skills a must
- System proficiency with Microsoft Office, Outlook, Excel

### Job Location

Dublin, Dublin (Baile Átha Cliath), Ireland

### Position Type

Full-Time/Regular