



Accounts Receivable Specialist

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects, **Meister Media Worldwide** is a leading Communication and Information Center for Worldwide, Specialized Agriculture. We are seeking a detail-oriented Accounts Receivable Specialist to join our accounting team. This position will report to the Accounting Director.

Responsibilities include but are not limited to:

- Preparing invoices and statements for mailing
- Entering daily cash receipts and balancing to daily cash receipts register
- Preparing bank deposits
- Researching and responding promptly to customer questions
- Generating all appropriate A/R reports
- Organizing and leading monthly A/R meetings
- Collection activities including calls and/or contact with domestic and international customers resulting in a specific plan of action from the customer
- Developing creative solutions to problem or inaccessible accounts
- Maintaining daily collection call log, monthly call log report and write off worksheet
- Coordinating collection activities for internal & external sales assistants
- Working closely with salespersons and publishers to resolve problem accounts
- Providing monthly update on all past due customers including recommendations for outside collection
- Tracking Audience Development revenue by publication
- Serving as backup to accounts payable as necessary

Qualifications:

- Accounting education or experience equal to the same
- Knowledge of accounts receivable with experience in collections
- Knowledge of accounting up to trial balance or financial statements including accounts payable
- Detail oriented with good aptitude for numbers
- Ability to maintain confidentiality of information
- Great customer service skills
- Ability to work independently and as a part of the team
- PC knowledge a must – Microsoft Excel and Word used extensively

Meister Media Worldwide offers a competitive compensation and benefits package including Bonus, 401(k) & Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

**Meister Media Worldwide
Attention HR-AS
37733 Euclid Avenue
Willoughby, Ohio 44094**