



Accounting Clerk

Want to be a part of the leading edge of technology, collaborating with and supporting a team of innovative individuals making a positive impact on the world's energy management market? Are you a results-oriented individual? Passionate about problem solving, enjoy learning and adding to your skill set while having the added benefit of a great working environment!

This might be the job for you!

Our Company

KG technologies is leading the world in developing high-quality latching relays and solutions to support the growth of the smart metering market. The company also engages in the EV market by supplying high reliability to DC Applications, which includes Electric Vehicles, EV power charging devices, DC power servers, energy storage and battery systems.

Role

We are seeking a detail-oriented and proactive Accounting Clerk to join our finance team. The ideal candidate will be responsible for managing our company's accounts receivable process, ensuring timely and accurate invoicing and collections.

Key Responsibilities:

- Generate and send out invoices to customers on a timely basis
- Follow up on outstanding invoices and ensure timely collections
- Reconcile accounts receivable ledger to ensure accuracy and completeness
- Investigate and resolve billing discrepancies or disputes
- Prepare aging reports and analyze accounts receivable aging to identify delinquent accounts
- Communicate with customers regarding account status and payment issues
- Collaborate with Accounting Clerk other departments to resolve customer inquiries or issues
- Assist in month-end closing activities related to accounts receivable

Qualifications:

- Bachelor's degree in Accounting, Finance, or Associate degree at minimum
- Proven experience as an Accounts Receivable Clerk or similar role
- Strong knowledge of accounting principles and practices
- Proficiency in MS Office, particularly Excel
- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational skills
- Ability to prioritize tasks and meet deadlines
- Experience with accounting software (e.g., QuickBooks, SAP) is a plus

Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Retirement savings plan
- Paid time off and holidays
- Opportunities for advancement and professional development