



## **Part-Time Accounts Receivable, Collection**

**OriGene Technologies, Inc. – Rockville MD 20850**

We're seeking for a part-time (total 20 hours/week) Collections / Accounts Receivables Clerk to assist in our Accounting Department. Position is available immediately, please send your resume to [kunsmith@origene.com](mailto:kunsmith@origene.com).

### **Responsibilities**

- Producing statement of accounts
- Sending past due invoices to customers to encourage payment of delinquent accounts.
- Making collection calls to customer accounts payable in a professional manner.
- Replying customer email regarding invoice issue.
- Generating AR collection status report every other week to manger.
- Other accounting task if needed by accounting team per request.
  - Perform invoicing of customers on a daily basis including online order.
  - Process lockbox deposits, remote deposit and bank wire deposit on a daily basis.
  - Process credit card payment in a timely manner.
  - Issue credit memo or credit refund per request.
  - Sort and distribute incoming mail.
  - Assist team for auditor schedule

### **Experience/Educational Requirements:**

- Minimum of one years' experience of accounting responsibilities.
- Excellent professional communication and good team worker.