



Job Title: Accounts Receivable Specialist

Company Information: OriGene Technologies (Rockville, MD) is a biotech company commercializing millions of gene-related reagent tools for life science research. Recognized globally as one of the world's largest sources for cDNA clones, recombinant proteins and antibodies, OriGene continues to drive innovation in CRISPR, assay development and in vitro diagnostic field. For more information, please visit our website: www.origene.com

Summary of Position

We are looking for a detail-oriented, analytical Accounts Receivable Professional to assist the department as it receives, processes, and collects on goods sold or services rendered. The Accounts Receivable Professional will work closely with internal departments to ensure that accounts are properly billed and that payments are collected on time. You will also review account information, correct discrepancies, and speak to clients to establish better payment terms.

Responsibilities and Job Duties

- Performs invoicing of customers daily including online order.
- Process lockbox deposits, remote deposit and bank wire deposit on a daily basis.
- Process credit card payment in a timely manner.
- Issuing credit memo or credit refund per request.
- Sort and distribute incoming mail.
- Uploading invoice to supplier portal in a timely manner.
- Performs supports to collection staff with customers (US and International), especially those long outstanding accounts.
- Prepare monthly AR aging reconciliations for month end closing in a timely manner.
- Organizes and maintains up to date financial records (e.g. aging of receivables).
- Utilizes computerized accounting software programs (Excel and Word) to perform duties and responsibilities.
- Maintain and enter AP contact information on new and existing customers.
- Maintain tax exemption form for customer and update taxable status for customer.
- Assists in financial management and analysis, as requested.
- Works on audit schedule as requested by auditors concerning AR and revenue.
- Oversees client trust accounts, accounts receivable write-offs and payment reversals.

Minimum Qualifications

Education & Experience

- Associates Degree (A.A. in accounting) required, Bachelor's Degree strongly preferred.
- 3+ years hands-on Accounts Receivable Experience, able to handle high volume transactions.

Knowledge, Skills and Abilities

- Must have strong work ethics.
- Good experience with spreadsheets and automated accounting systems (NetSuite experience an advantage).
- Ability to multi-task, prioritize and work efficiently.
- Excellent communication and strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to interact with employees and customers in a professional manner.

Supervisory Responsibilities

None

Preferred Qualifications

None

To apply for this role, please send your CV/Resume along with a cover letter to jobs@origene.com. Please Reference "Accounts Receivable Specialist" in the Subject Line.