

Manager Approval: _____
Date Signed: _____
HR Approval: _____

JOB DESCRIPTION

Job Title:	Accounts Receivable Specialist
Division:	Ranch
Reports to:	Controller – Ag Group
FLSA Status:	Hourly
Last Revised:	06/22/2022

JOB PURPOSE:

The primary of the Accounts Receivable Specialist is to perform clerical duties that ensure efficient, timely, and accurate payment of accounts, invoicing, journal entry creating, account reconciliation and other various responsibilities.

ESSENTIAL FUNCTIONS:

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Invoice customers for products sold or services provided by various divisions and subsidiaries (Citrus, Ranch, etc.).
- Monitor customer accounts for non-payments, delayed payments, and other discrepancies.
- Receive checks and prepare bank deposits for various entities.
- Post Accounts Receivable invoicing to GP for various entities.
- Print and process payable checks for the various entities.
- Record and maintain the equipment inter-department billing for fuel usage, repair and maintenance and equipment charges for various entities.
- Maintain log for all fuel cards issued to employees along with monthly consumption invoicing.
 - Prepare monthly fuel reports, consumption, and purchases.
- Record all cattle deaths, sales, and transfers on public directory file.
- Invoice and maintain logs for special projects such as tortoise and water management reimbursements.
- Update Ag Controller with all equipment CAR posting and forward any check copies for equipment sold.
- Perform account reconciliations to verify all postings are correct.
- Post sales and cash receipt entries to GP for Citrus and other entities as needed.

OTHER DUTIES (list below, if applicable):

- Provide backup to Accounts Payable Specialist.
- May be asked to perform other tasks and/or provide senior management with reports as needed.

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:** Valid driver’s license with insurability.
- B. **Knowledge/Skills:**
 - Strong verbal and written communication.
 - Organizational and planning skills.
 - Strong customer service orientation and sense of teamwork.
 - Ability to be self-directed and proactive in work activities.
 - Ability to work in a fast-paced environment.
 - Attention to detail.
- C. **Education/Experience:**
 - High School diploma with some college preferred.
 - 2 years’ experience in accounting or related field.

The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

- Experience with Microsoft GP.
- Experience with Microsoft Office Suite.

D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 20 pounds.

E. **Other:** N/A.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]