



Houston, TX

Position:

Accounts Receivable

- Pays invoices by verifying transaction information, obtaining authorization of payment, processing charges and refunds; identifying delinquent accounts and insufficient payments.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Updates receivables by totaling unpaid invoices.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, RMA and warehouse departments, and from customers;
- Resolves invalid or unauthorized deductions by following pending deductions procedures and entering adjusting entries.
- Resolves collections by contacting with customer and examining payment history, credit line;
- Protects organization's value by keeping information confidential.

Qualifications: a bachelor's degree in finance, business administration, accounting or related field plus one year of work experience.

Employment type: Full-time

Email: [Luwin.huang@Ltshouston.com](mailto:Luwin.huang@Ltshouston.com)