



Status: Non Exempt

Job Code:

Title: Accounts Receivable Specialist

Department: Ranch

Reports to: Controller

Position Summary:

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

Essential Functions:

- Responsible to acquire, learn and practice all LBI SOPs (Safe Operating Procedures) 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, Farming, 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 the Fixed Asset Manager with all equipment CAR postings and forward any check copies for equipment sold.
- Perform account reconciliations to verify that all postings are correct.
- Post sales and cash receipt entries to GP for Citrus and other entities as needed.

Other Duties:

- Provide backup to Accounts Payable Specialist.
- May be asked to perform other tasks and/or provide senior management with reports as needed.
- This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibility for this job since these may change at any time with or without notice.

Competencies:

- Strong verbal and written communication.



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- Organizational and planning skills.

Competencies (Cont'd):

- Strong customer service orientation and sense of teamwork
- Ability to be self-directed and proactive in work activities.
- Attention to detail.
- Able to work in a fast paced environment.

Education/Experience Requirements:

- High School Diploma with some college preferred.
- 2 years' experience in Accounts Receivable and Accounts Payable.
- Experience with Microsoft GP.
- Experience with Microsoft Office (Word, Excel, Outlook).
- Valid driver's license with insurability

Physical Requirements:

While performing the duties of this job, the individual is regularly required to stand, walk, sit, talk and hear. The staff member is occasionally required to climb or balance; walk on uneven surfaces, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close, distance and peripheral vision. Occasionally may be required to lift up to 10 pounds.