Porcelanosa

Title: Accounts Receivable

Location: 600 Route 17 North, Ramsey, NJ, 07446

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Primary Responsibilities:

- Verifies and posts accounts receivable transactions to journals, ledgers, and other records
- Follows established procedures for processing receipts, cash and other payment instruments
- Sorts and files documents after posting
- Prepares and/or verifies and processes bank deposits
- Follows instructions for processing credit limits authorizations, updates and other related tasks

Qualifications:

- Bachelor’s Degree in Business (accounting/finance concentration)
- 1-3 years of working experience
- Computer efficient - Excel, AS400
- SAP software (a plus)
- Organized and analytical
- Excellent communication skills, both verbal and written
- Requires understanding of bookkeeping procedures


About the Organization: Since its inception in the early 70’s, Porcelanosa provides architectural and design solutions to homeowners and the A&D community with unparalleled innovation, quality and service.

Our global presence extends to 70 different countries. Our operations in North America started more than 20 years ago and have rapidly grown to become the choice resource for discriminating homeowners, builders and designers thanks to our wide array of Tile, Kitchen & Bath products suitable for commercial, hospitality and residential applications.