Shiseido Group USA

Title: Accounts Receivable Coordinator

Location: 301 State Highway 17 North Rutherford, NJ 07070

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: Ensure a 40 to 45 days outstanding receivable balance on all accounts through follow up on all open invoices with customer. Receive payments and apply to receivable accounts; analyze and reconcile account charge-backs. Work with (IS) to resolve EDI discrepancies. Work with Customer Service with shipping discrepancies. Genco with return discrepancies. Receive, review, investigate and reconcile requests for invoice deductions and adjustments received from customers. Provide information and documentation to appropriate groups or departments to resolve claims. Recommend corrective actions to reconcile discrepancies. Advise supervisor of unusual or recurring problems.

Primary Responsibilities:

- Ensure 40 to 45 days outstanding receivables balance through follow up of all open invoices over 30 days with Account Executive and Accounts Payable staff of account. Request accounts to be placed on hold status when additional payments are not forthcoming or past account actions dictate.
- Receive payments on outstanding invoices; make copies and record in age trail balance record. Investigate deductions and/or adjustments noted on payment attachments. Requests documentation from account staff and/or Account Executive to support account deductions. Refers discrepancies to appropriate personnel.
- Reviews all past due issues (payments, adjustments and deductions) with Account Executive to assure remedial action and timely processing.
- Maintains liaison activities with field sales personnel and account staff to quickly resolve invoice questions and problems.
- Receive claim deductions and/or adjustments from customers; review and investigate nature and validity of claims. Obtain documentation regarding shipment, receipt or transportation manifest including contacting consolidators to verify movement of product.
- Investigate destroyed in field, return merchandise and refusal claims. Solicit documentation from Customer Service and assure claims are validated with comments and explanation. Verify that items returned to receiving match credit for returned deduction noted on requests. Consult with returns department to verify items and quantities returned.
• Search for needed documentation by contacting consolidators, shipping/receiving and customer service to assure claims are supported by material movement records.
• Recommend corrective action/settlement when discrepancies exist and seek appropriate approvals. Inform customer of reasons when charge-backs are not approved and notifies Account Executive. Provide documentation as requested.
• Provide information on invoice reconciliation to appropriate departments to effect adjustments, payments and records.
• Advise supervisor of large volume deduction or serious discrepancies.

Qualifications:

• High School graduate with 2-3 years business experience preferably in cosmetics & fragrance industry.
• Ability to maintain effective working relations with field sales and customer accounts especially during account reconciliation.
• Knowledge of JD Edwards 9.1 and accounting procedures.
• Working application of Microsoft office to prepare various reports.
• Computer skills.
• Typing skills.
• Ability to establish and maintain effective working relations with coworker.

Application Instructions:

Please submit resumes and cover letters to tsmith@sac.shiseido.com.

About the Organization:

Shiseido Group USA is one of the largest and oldest cosmetics companies in the world. Brands and divisions under the Shiseido Group umbrella include Shiseido Cosmetics, NARS Cosmetics, Beauté Prestige International, Bare Escentuals, SAI & Davlyn, and Zotos International.