Simon & Schuster

Title: Customer Financial Services Representative

Location (address, city, state): 100 Front Street, Riverside, NJ

Job Type: Full Time

Work Schedule: M-F 8:30-5:00

Start Date: ASAP

Primary Responsibilities:

• Responsible for an assigned group of accounts within the National Accounts Segment
• Responsibilities include accounting, reporting, collections and reconciliations for a wide variety of customer accounts as well as risk management, financial analysis, and SOX internal controls compliance.
• Responsible for the reconciliation of assigned accounts and for issuance of the credit/debit adjustments
• Provide various ad hoc reporting on assigned accounts

Qualifications:

• BS Accounting/Finance Degree from an accredited college/university
• 1-2 years of Accounting, Finance, Credit, Accounts Receivable, Customer Service or related experience, preferred
• Excellent communication skills: verbal and written
• Excellent PC skills. Excel spreadsheet (Pivot Tables, V-Lookup, Macros), Oracle
• Ability to use various PC/CS utilities and Internet based utilities
• Excellent customer management skills
• Strong interpersonal skills
• Must be able to exercise good independent judgment, with good skills
• Well organized, with good time management skills
• Attention to detail and accuracy
• Must be able to interpret objectives and coordinate day to day tasks
• Good at facilitating problem solving with customers and colleagues
• Ability to work under pressure with constant financial goals
• Excellent negotiation skills

Application Instructions: Complete online - https://cbs.avature.net/cbssscareers