



JOB DESCRIPTION

Position Title: Accounts Receivable Clerk

Type: Full-Time

Job Description

We are seeking a detail-oriented and dependable Accounts Receivable Clerk to join our team. This position plays an important role in supporting the company's financial operations by managing customer accounts, processing payments, maintaining accurate records, and assisting with credit and collections activities. The ideal candidate will work closely with customers, sales staff, and the accounting team to ensure timely payments, accurate reporting, and strong communication regarding billing and account matters. This role requires excellent organizational skills, attention to detail, confidentiality, and the ability to manage multiple responsibilities in a fast-paced office environment.

Major Responsibilities

- Ensures that all required bookkeeping functions of the office are completed in an accurate, timely, neat, and orderly manner.
- Perform accounting functions, including customer credit assessment, cash receipts processing, and maintaining the banking function.
- Communicate with the customers on AR-billing and AR-payment related matters.
- Understands and complies with Company policies and procedures and all government regulations about the position.
- Accurately and thoroughly processes all requirements for new and existing customers.

Specific Duties

- Code and post all customer payments in a timely manner.
- Process credit checks for potential customers.
- Maintain a credit database for existing and new customers.
- Coordinate with accounting team members to ensure accuracy of monthly bank reconciliations.
- Coordinate with sales team members to ensure timely payment from customers.
- Establish relationships with customers to ensure open lines of communication for credit, AR, and payment matters.
- Other duties or special projects as assigned by management.

Requirements

- Proficient in using accounting software (e.g., Sage) and MS Office Suite (Word, Excel, PowerPoint)
- Experience with accounts receivable
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail and accuracy in data entry and record keeping

Requirements (continued)

- Excellent organizational and time management skills
- Ability to prioritize tasks and meet deadlines
- Strong written and verbal communication skills
- Familiarity with journal entries, financial report writing, and account reconciliation
- Ability to maintain confidentiality of sensitive information

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical Setting

- Office, In-Person

Schedule

- Monday to Friday
- Full-Time
- 40 Hours Per Week

Why Join Us

- Be part of a team-oriented, collaborative culture that values innovation and continuous improvement.
- Work with industry-leading products and technologies in a role that offers room for growth and skill development.
- Contribute to impactful projects that support real-world infrastructure and development.
- Competitive compensation, benefits, and opportunities for advancement.

Job Application

Interested candidates should apply by submitting their resume and a brief cover letter outlining their qualifications and interest in the role at this link: www.dunnutility.com/careers.

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement:

*“**SERVICE** to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value **HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT**. We commit to work together fairly and safely, holding these values for the common good.”*