

A/R Credit and Collection Specialist

Bimini Shipping LLC currently has an immediate opening in a fast-paced environment at the Miami River Terminal for an Accounts Receivable Credit and Collection Specialist. EOE.

A little bit about the company...

Bimini Shipping LLC is recognized as one of the leading cargo exporters to the Bahamas and caters to a vast range of clientele, including developers and construction firms requiring materials, food and beverage suppliers, shipping companies and agents, freight forwarders, and others. No shipment is too large or small for a company that has always taken care of the needs of its clients. Please visit our website at www.biminishipping.com for more information.

Core Responsibilities include:

- Daily posting of customer payments by recording cash, checks and credit card transaction into the FBS system.
- **Process credit card transactions.**
- Process Agent report & reconcile against bank deposits.
- Prepare daily cash report – credit cards, cash and checks by date/B/L and vessel.
- Review daily bank activity to ensure all deposits are accounted for and reconcile against cash report.
- Contact delinquent account customers and/or agents to find out status on account.
- Respond to inquiries regarding customer account status from terminal.
- Advise terminal of any accounts that needs to be collected release and hold orders based on aging status.
- Notify Controller if customer or Agent fails to respond to phone and/or written correspondence regarding outstanding balance.
- Run weekly AR aging report and update status on past due accounts.
- Prepare weekly collection report for terminal.
- Research invoice payment discrepancies and resolve valid or authorized deductions by entering adjusting entries and following deduction procedure.
- Assist Controller as needed on credit files and customer setups.
- Perform any other duties as requested.

Requisites

3 Years Experience

Bachelors Degree in Accounting