



TRUCKNETLLC

San Diego's Only Full Service Truck Stop

Truck Net LLC is seeking to fill a new position to better serve our customers as we continue to grow the largest fueling facility in San Diego.

Position: Accounts Payable/Receivable Manager

Salary: \$30,000 - \$60,000, Depending on Experience

Job Description:

- Monitor and maintain customer accounts – customer calls, identify accounts that need adjustments, customer reconciliations, processing credit memos;
- Accountable for achieving a 100% collection rate;
- Accountable to customers and management for accuracy in reporting;
- Research and assist AR department for invoice and payment issues as required;
- When necessary, enlist the efforts of sales and senior management to accelerate the collection process;
- Direct contact and pursuit of customers via telephone, email and other means for cash attainment/recovery;
- Daily management of accounts receivable, including generating and distributing invoices to customers;
- Validate all deductions taken by customers to confirm applicability and investigate and resolve any issues;
- Generate daily AR aging reports, monitor and follow-up with customers regarding outstanding invoices; and,
- Help with daily store sales data reconciliation.

Minimum Qualifications:

- Bilingual (English/Spanish) required
- 2 to 3 years of direct experience
- High school diploma required, college degree preferred.
- Excellent written and verbal communication skills.
- Good interpersonal skills in dealing with internal and external customers.
- Basic computer skills, including ten-key and keyboard skills and knowledge of Microsoft Word, Excel and Outlook.
- Ability to work independently as well as within a team environment and manage multiple tasks.

Job Start Date: Immediate.

Job Location: 8490 Avenida De La Fuente, San Diego, CA 92154.