



Our Precision, Your Advantage

JOB POSTING

This document is used to provide a basic description of essential duties and other work elements.

Job Title: Accounts Receivable Specialist

KYB Americas Corporation, a subsidiary of one of the world's largest manufacturers of shocks, struts and hydraulic components, and a global leader in ride control technology for both OEM and Auto Care (Aftermarket) industries, is growing and we're seeking an Accounts Receivable Specialist to join our team!

If you are interested in a growing, fast-paced, collaborative company with lots of opportunity, KYB Americas Corporation is the place for you!

Purpose of Position/Summary:

The Accounts Receivable Specialist oversees the accounts receivable function for OEM or Aftermarket division activities, including essential duties and responsibilities as detailed in the section below. The Accounts Receivable Specialist is a function of the Accounting Department and reports to the Accounting Manager. The Accounts Receivable Specialist is an essential role in managing the company's account receivables, as well as related accounting functions and duties necessary for the Accounting department to function as a whole.

Essential Duties/Responsibilities:

- Follow-up, collect, and allocate payments received from customers;
- Carry-out collection and reporting activities according to specific deadlines;
- Monitor customer account detail for non-payments, delayed payments, and any other potential irregularities;
- Maintain accounts receivable customer files and accounts;
- Perform reconciliation of accounts including preparation and analysis of accounts receivable aging reports, allowance for doubtful accounts analysis, and warranty/claims analysis;
- Follow established procedures for processing receipts, cash, etc., including banking activities and reconciliation;
- Investigate and resolve customer queries;
- Process adjustments, manual invoices, credits, and debit memos;
- Organize and maintain a recovery system and initiate collection efforts;
- Communicate with customers, sales personnel, and other departments via phone, email, mail, or personally;
- Prepare and analyze intercompany reconciliations;
- Prepare and process intercompany billings, receipts and remittances;
- Prepare and analyze cash reconciliations;
- Assist in preparation of data for financial reporting package and external audit;
- Participate in semi-annual physical inventory counts as needed, including weekends;
- Prepare journal entries;
- Adhere to GAAP and IFRS;
- Adhere to KAC internal controls and J-SOX;
- Other duties assigned by immediate Supervisor or Manager on an as needed basis.

Job Requirements:

Bachelor of Science degree in related field is required from an accredited institution. 4-6 years of related experience may substitute for a college diploma. Microsoft skillset required. General knowledge of internal controls (i.e. Sarbanes Oxley), to prevent the risk of material misstatements due to errors and omissions and the misappropriation of assets. Attention to detail and accuracy required. Must have the ability to communicate across all departments both internal and external. Good organizational, problem-solving, decision-making, negotiation, and conflict management skills required. Must be proactive and eager to take on new challenges as a team player.

ABOUT US:

KYB Corporation produces a variety of ride control, hydraulic, and electronic products for use as original equipment and replacement parts in automobiles, motorcycles, trucks, specialty vehicles, buses, aircraft, railroad cars, industrial applications, agricultural applications, and civil engineering projects. Our global headquarters are located in Tokyo, Japan, and we have facilities in Asia, the United States, Central and South Americas, and Europe.

KYB Americas Corporation, headquartered in Franklin, IN, is a producer of shocks and struts for several Japanese OEM's, such as Toyota, Honda, Nissan, Subaru and Mitsubishi, as well as, producing product for the Aftermarket business.

Website: <http://www.kyb.com>

Company Size: 501-1000 employees

*****NO AGENCIES PLEASE*****

KYB Americas Corporation is an Equal Opportunity Employer