



Position Title	Accounts Receivable Clerk
Supervisory Position	No
Full-Time or Part-Time	Full-Time

Company:

Flywheel Data is a growing company that provides elite IT Solution Design, Services, and Product Resale for the Cloud, Data Center, and Edge. Our goal is to arm our clients with the right tools, products, and technologies to accelerate mission success.

Flywheel Data's core business is Value Added Resale (VAR) across the US Federal Markets. In doing so, we need to work closely with the following stakeholders:

- US Federal Government end customers
- Federal System Integrators
- OEM Partners

Position Summary:

Flywheel Data's Accounts Receivable Clerk is an integral part of the accounting team and works closely with the sales and operations teams as well as company leadership. This person is responsible for submitting invoices, managing incoming payments, and maintaining accurate bookkeeping records. The Accounts Receivable Clerk reports to the Accounting Manager.

Roles and Responsibilities:

- Maintain bookkeeping databases and spreadsheets, updating information as needed
- Communicate with clients and customers to request payment status updates and arrange payment plans
- Submit invoices in Government invoicing platforms such as WAWF, IPP, Tungsten, etc.
- Verify validity of account discrepancies by obtaining and investigating information from sales & order management
- Collect payment from customers and accurately record it in accounting system
- Protect the organization's value by keeping information confidential
- Accomplish accounting and organization mission by completing related tasks as needed



Required Experience

- US Citizen required
- Bachelor's degree preferred
- Highly organized, detail-oriented, high degree of initiative, self-motivation, and resourcefulness
- Excellent written and verbal communication skills
- Team player with professional attitude and able to work in a fast-paced environment
- Experience with Government invoicing platforms such as WAWF, IPP
- Experience with QuickBooks Online and strong excel skills

Physical Requirements:

This job operates in a professional office environment and/or remotely. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required to move 5 – 40 pounds. Must be able to remain in a stationary computer position for extended periods of time.

Travel Requirements:

None listed

Disclaimer:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Employee Acknowledgement of Receipt of Position Description
My signature represents that I have read and understand the responsibilities of this position and that I am able to perform all of the essential functions of this position.
Employee Name (Print):



Employee Signature:

Supervisor Name (Print):