

Accounts Receivables Professional

WPCI has a passion for ensuring your workplace is a safe environment. WPCI is a Third-Party Administrator (TPA) of employee testing programs for nationwide clients. We are currently seeking an accounting professional to join our team. This role is an integral part of WPCI. This individual will work both independently and closely with a team. They will conduct themselves with integrity, professionalism, and exercise a high level of confidentiality. This is an hourly position and reports to the Controller.

Requirements:

- Excellent customer service and interpersonal skills
- Strong communication skills
- Embraces change as opportunity
- Flexible
- Time-conscious and organized to meet deadlines
- Keen sense for detail
- Regional candidates are preferred
- Fluency in Spanish a plus

Responsibilities:

- Perform computerized Accounts Receivable functions
- Invoice clients for products and services
- Record receipts and process daily bank deposits
- Point of contact for clients with account inquiries
- Investigate and resolve invoicing and/or payment discrepancies
- Contact clients for payment of past due accounts
- Report on past due and/or uncollectible accounts to Controller and CEO
- Cross-train and support various accounting and administrative functions as requested

Qualifications:

- High school diploma, or equivalent, Associates degree preferred
- Two years of experience in accounting, or a business environment
- Proficient with Microsoft Office Suite and various other office applications

This is an opportunity with a Scottsbluff, Nebraska based company. We offer a competitive compensation and benefits package. We are an Equal Opportunity Employer and Drug-Free Workplace that values a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, religion, gender, sexual orientation, national origin, disability, military/veteran status, or any other status protected by the federal or state law or by local ordinance. These statements are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, or required skills. Further, they do not establish a contract for employment and are subject to change.