

**Job Title**

Accounts Receivable Specialist

**Posting Expiration Date**

6/1/17

**Type of Employment**

- Full Time Job

**Job Description**

Riveridge Produce Marketing, Inc. is a 25 year old vertically integrated apple grower, shipper, and packer seeking a full-time Accounts Receivable Specialist. The AR Specialist will be responsible for the following:

**Responsibilities and Duties:**

- \*Review and send customer invoices
- \*Ensure customer accounts are current
- \*Apply customer payments appropriately
- \*Pack house and grower payables
- \*Some clerical duties such as answering phones, sorting mail, etc
- \*Other duties as assigned

**Requirements:**

- \*Associate's Degree in Accounting
- \*2-4 years of accounting experience
- \*Computer proficiency and MS office applications
- \*Attention to detail
- \*Excellent verbal and written communication skills

**Contact Person**

Jenna Kimball

**Job Title**

Human Resource Specialist

**Business Name and Address**

Riveridge Produce Marketing, Inc.  
9000 Fruit Ridge Ave  
Sparta, Michigan 49345  
United States  
[Map It](#)

**Business Email**

[jenna@riveridgeproduce.com](mailto:jenna@riveridgeproduce.com)

**Business Website Address**

<http://www.riveridgeproduce.com>

**Equal Employment Opportunity (EEO)**

- Yes, this is an Equal Employment Opportunity position.