**Position Title:** Accounts Receivable Specialist

**Department:** Accounts Receivable Solutions

**Supervisor:** Accounts Receivable Manager

**Applicants can submit a resume via e-mail to** [**careers@javitscenter.com**](mailto:careers@javitscenter.com)

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than $2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York’s recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

**Position Summary:**

The primary responsibility will be maintaining system records for all receivable transactions.

**Key Job Accountabilities:**

* Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
* Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
* Apply cash on customer’s accounts in the ERP system and balance to deposit.
* Review, verify and reconcile customer deductions with the responsible department and obtain initial approval and then forward to appropriate Division VP / Manager for final approval.
* Research, write and record in the ERP system credit memo requests as needed.
* Prepare cash receipts (checks) for deposit and communication to appropriate groups.
* Run credit application for potential customers through MFI credit procedures.
* Process credit cards payments

**Qualifications:**

* **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
* Must work full-time onsite at the Javits Center.
* 2+ years of customer account management or accounts receivable experience
* Understanding of AR transactions.
* Intermediate knowledge of Microsoft Office Suite.
* Strong written and oral communication skills.