

RED ANGUS

RANCH TESTED. RANCHER TRUSTED.

Red Angus Association Membership and Receivables Specialist

Purpose

Responsible for the management of membership accounts and accounts receivables. Reviews and processes new membership applications and makes daily postings of payments to accounts via check or credit card. Provides a welcoming, positive, high-energy customer service. Works closely with RAAA accountant to make ensure to reconcile deposits. Responds to and resolves billing and membership issues and questions in an efficient and timely manner.

Responsibilities

- Maintains membership database-includes processing new memberships, inactivating and closing accounts
- Prepares, posts, verifies, and records customer payments and transactions related to daily receivables.
- Deposits funds daily via online banking system
- Generates, prints, and mails monthly account statements
- Assists the RAAA receptionist with tasks such as distribution of mail, printing, and mailing registration certificates, and fulfilling member requests
- Performs daily account reconciliations
- Maintain accounts receivable files and records
- Engages with the RAAA membership regarding payment reminders and collection calls
- Manages and distributes the RAAA publication subscription list monthly to publisher and upon member request
- Answers billing and membership questions from the RAAA membership
- Assists the value-added department with weekly shipments of ear-tag orders from producers
- Provides member education through various forms of communication
- Assists in the billing of accounts for various products, services, and events
- Willing to lend a helping hand in other RAAA departments on an as needed basis

Requirements

- Honesty and integrity
- Experience with Mac computer systems
- Proficient in Word, Excel, and PowerPoint
- Previous accounting experience-basic principles of finance, accounting, and bookkeeping
- Problem-solver and with strong logic-based thinking and analytical skills
- Comfortable handling company funds
- Learn RAAA database for daily utilization, along with Association rules and regulations
- Strong communication skills
- Agriculture Industry knowledge and experience preferred
- Bachelor's Degree from accredited college or university

Submit your Resume and Cover Letter to Halla@redangus.org by May 1, 2024.