



**Alaskan Copper & Brass Company
Personnel Department
2958 6th Avenue South
Seattle, WA 98134
(206) 382-7344
Fax: (206) 382-6548**

We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at www.alaskancopper.com and sent via fax or scanned to jobs@alaskancopper.com when completed.

Date Posted: October 23, 2018
Closing Date: November 12, 2018

Job Title: A/R Collection Specialist

Pay Rate: DOE

Hours of Work: Day shift

Location: 27402 72nd Avenue South Kent, WA 98032

Job Summary:

Responsible for Accounts Receivables analysis, customer service problem resolution and collection of past due accounts.

Requirements To Be Considered For Position:

1. Application must be filled out completely by the Applicant.
2. Pass a pre-employment drug screen.
3. Meet all of the Required Essential Job Skills/Experience.

Required Essential Job Skills/Experience:

1. College level accounting coursework desired, basic accounting or bookkeeping job experience is a plus.
2. Must be diplomatic, congenial and be able to communicate effectively with people at all levels of an organization.
3. Intermediate experience using Microsoft Word and Excel. Must have 10 key by touch and light typing ability.
4. Must be accurate with detail, and able to perform well in a highly pressured situation.

Required Essential Job Functions/Duties:

1. Contact customers for information relating to short payment or non-payment of invoices.
2. Research and analyze credit and accounting records to resolve problems/disputes or to get invoices approved for payment.
3. Interface with customer's sales, purchasing or quality assurance areas or same areas in-house to expedite paperwork or solve problems.
4. Contact customers to set up payment schedules or resolve disputes/problems.
5. Responsible for routine collection activity on assigned accounts.
6. Recommend non-collectable accounts to the credit manager.
7. Process monthly statements for mailing and file records as required.
8. Goal for each clerk is to make a minimum average of 20 collection or customer service calls per day.
9. Interface with Alaskan's Sales, Billing, General Accounting, Accounts Payable, Shipping, and will-call to expediate payment or solve problems.

Job Accommodations:

Considered on an individual basis.

Physical Requirements:

1. This position requires the following in an 8-hour workday:

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1 to 1 1/2 hours	2 hours
Walking: 10 minutes	up to 2 hours
Sitting: 1 hour	4-6 hours

2. Movement of objects and strength required for this job:

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
6-10 lbs: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
51-100 lbs.: NEVER	NEVER

3. Required repetitive use of hands:

Simply Grasping: YES	Pushing & Pulling: NO
Fine Manipulating: YES	

4. Repetitive Actions/Movements Involving the Feet:

Right Foot: NO	Left Foot: NO
Both: NO	

5. Worker Positions Required in the Performance of this Job:

Climbing: OCCASIONALLY (1-33%)
Bending: OCCASIONALLY (1-34%)
Kneeling: NEVER
Crawling: NEVER

Balancing: NEVER
Stooping: OCCASIONALLY (1-34%)
Crouching: OCCASIONALLY (1-34%)
Reaching: OCCASIONALLY (34-66%)

6. Sensory Requirements:

Talking and/or Hearing: YES

Seeing: Acuity:
Depth Perception: YES
Field of Vision: YES
Accommodation: YES
Color Vision: NO

7. Environmental Conditions That Are Found in the Work Site:

PHYSICAL SURROUNDINGS:	<input checked="" type="checkbox"/>	Inside (75% of time)
	<input type="checkbox"/>	Outside (75% of time)
	<input type="checkbox"/>	Both (equal amounts)
TEMPERATURE:	<input type="checkbox"/>	Cold (enough to cause bodily discomfort)
	<input type="checkbox"/>	Hot (enough to cause bodily discomfort)
	<input type="checkbox"/>	Variations (sufficient to cause bodily reactions)
WET:	<input type="checkbox"/>	Contact with water and/or other liquids
HUMID:	<input type="checkbox"/>	Moisture content sufficient to cause bodily discomfort
NOISE:	<input type="checkbox"/>	Sufficient to require hearing protection
VIBRATION:	<input type="checkbox"/>	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<input type="checkbox"/>	Risk of bodily injury present
FUMES:	<input type="checkbox"/>	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	<input type="checkbox"/>	Toxic or non-toxic smells
TOXIC CONDITIONS:	<input type="checkbox"/>	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.
DUST:	<input type="checkbox"/>	Small particles that may cause occupational disease

POOR VENTILATION:

— Exposure to drafts or insufficient movement of air