



**Accounts Receivable Position  
Accounting Department  
Requirements and Responsibilities**

**Location:** 202 S Michigan Street, Suite 300, South Bend, IN 46601

**Pay Grade:** \$14-16 per hour depending on experience

**Hours:** 8:30am to 5:30pm, Monday thru Friday

**Requirements:**

- Experience in AR role, Associates Degree preferred
- General computer literacy and Intermediate Microsoft Excel experience
- Customer Service skills
- Ability to problem solve and answer questions
- Ability to communicate effectively & be a team player
- Flexibility and strong work ethic
- Ability to multitask, meet deadlines
- Ability to work independently
- Ability and willingness to learn new skills
- High attention to detail

**Duties:**

- Develop and implement policies and procedures to maintain good internal control
- Maintain and update receivables reports weekly for management
- Generation of customer statements on a routine basis
- Works closely with Account Managers to ensure customer's accounts are paid timely
- Coordinate collection of unpaid invoices
- Verify customer invoices for accuracy
- Posting payments to customer accounts

**\*Must be able to pass background & credit check**

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