

Argentina Jobs Expertini®

AR / AP Specialist (Argentina)

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Company: 1840 & Company

Location: Argentina

Category: computer-and-mathematical

Our client is the data-driven industrial manufacturing and distribution platform of a private equity firm focused on long-term holdings. Our family of companies includes seven operating entities, including manufacturing, distribution, and e-commerce companies. Our long-term strategy is to build and grow a geographically diverse industrial powerhouse via both organic growth and acquisitions and leverage an integrated “shared services” AR / AP model. US Office Hours USD \$ 6.00 per hour

Key Responsibilities:

- **AR Invoice Processing:** Generating, reviewing, and sending out invoices to customers. Recording the associated AR entry within the ERP.
- **Collections:** Communicating with customers to collect on invoices, identifying delinquent accounts and resolving discrepancies and expediting collections of AR.
- **Payment Processing:** Prepares, posts, verifies, and records customer payments and transactions related to AR. Assist NFI Accounting team to reconcile AR transactional ledger to trial balance.
- **AP Invoice Verification & Processing:** Verify, record, and classify invoices received according to proper General Ledger accounts within ERP.
- **Payment Processing:** Assist NFI Treasury team in scheduling, processing, and administering payments to vendors. Assist NFI Accounting to reconcile AP ledger with bank statements for accuracy.
- **General Customer Credit:** Conduct customer credit checks per NFI Credit Guidelines and Templates and manage registry of credit status of customer accounts (e.g. credit hold).
- **Reporting:** Run AR & AP reports for analysis and benchmarking. Generate monthly billing statements. Administrative tasks like maintaining customer contact lists, information, documentation. Email communications with AR/AP contacts at customers and/or vendors.

Preferred Skills and Qualifications: Fluency in written and spoken English is required. Equivalent of CEFR C1 or

C2 or greater. Associate degree in accounting or business-related field. 2 years prior experience in an AR/AP or related accounting role. Proficiency using Oracle NetSuite ERP or any of the following software to process AR/AP: Activate for QuickBooks, Epicor 21, Plex, IQMS, Eniteo Proficiency in office software, such as Microsoft Excel and Word. Ability to collaborate remotely with NFI team, manage customer requests, and answer inquiries. Excellent organizational and communication skills. High accuracy standards and attention to detail. Benefits Work from home Access to diverse projects Opportunities for professional growth Collaboration with diverse teams No commute time No dress code (unless there's a meeting!) Eco-friendly work lifestyle Exposure to a multicultural team Potential for long-term engagement Improved work-life balance

About 1840 & Company 1840 & Company is a global leader in Business Process Outsourcing (BPO) and remote talent solutions, dedicated to propelling businesses forward through our comprehensive suite of services. We specialize in connecting companies with world-class freelance professionals and delivering top-tier outsourcing services, across over 150 countries worldwide. Our mission is to empower growth for forward-thinking businesses, seamlessly bridging any skill or resource gaps with our expertly vetted talent pool. We firmly believe in fostering an environment where exceptional individuals can achieve an optimal work-life balance, working remotely from any location, while maximizing their professional growth and earning potential. We are headquartered in Overland Park, KS, USA with service delivery facilities in the Philippines, India, Ukraine, South Africa and Argentina. We invite you to explore the opportunities we offer and consider joining our exclusive network of global freelance talent. Visit www.1840andco.com to learn more about us. To explore a wealth of career opportunities and find a role that suits your unique skills and aspirations, please visit our dedicated jobs portal at jobs.1840andco.com Powered by JazzHR

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