

Accounts Receivable Coordinator

Jagemann Stamping Company is a rapidly growing and expanding full-service stamping company recognized world-wide as a leading manufacturer of deep drawn, progressive, and fine blanked stampings. The latest technology coupled with the best people in a state of the art manufacturing facility, which encompasses all functional aspects including sales, design, tool building and manufacturing, enables Jagemann Stamping to provide its customer with products and service that consistently exceed expectations.

Jagemann Stamping, one of Manitowoc County's premier employers, is headquartered in Manitowoc, WI on the banks of beautiful Lake Michigan, 30 minutes south of Green Bay, WI and an hour north of Milwaukee, WI. In addition to offering a stable, dynamic work environment, Jagemann Stamping provides professional development and challenging careers with opportunities for growth and advancement where innovation and knowledge sharing are valued and rewarded. Jagemann Stamping employees receive highly competitive compensation and an exceptional benefits package including:

GET BENEFITS ON FIRST DAY OF EMPLOYMENT - NO WAITING PERIOD

- Medical, dental, vision, life insurance available immediately upon hire
- 90/10% coinsurance for in network claims after deductible
- Company paid short term and long term disability
- Roth and traditional 401(k) plan
- Vacation awarded immediately upon hire
- 10 paid holidays
- 7.5% shift differential and additional vacation for 2nd and 3rd shifts
- On site workout facility for employees and spouses
- Education assistance plan
- Career development and progression
- Flexible, employee-friendly policies and work environment
- **Wall to wall air conditioned facility**

Base Wage: \$14.73 to \$19.93. Starting wage dependent on skills and experience.

Major Responsibilities:

To provide accounts receivable control, recording, invoicing, collection and reporting.

Receive, record, and match payments with outstanding invoices and receivable accounts. Match invoices with payments received and run payment totals.

Prepare Bank Deposits for Cash Receipts not deposited in the Lock Box.

Maintain and prepare Account Receivable/Cash Receipts Spreadsheet from Cash Receipts Register and Sales Register.

Reconcile invoices total, bank deposit totals and Accounts Receivable Sub-ledger account.

Prepare and produce invoices for orders completed and shipped.

Prepare and produce invoices for consignment customers.

Perform accounts receivable, and credit and collection function for the company.

Collect data to prove delivery for our shipments based upon customer requests.

Qualifications:

EDUCATION: Post high school courses in the area of office practices and accounting or bookkeeping is desired.

EXPERIENCE: 1-3 years of industrial or office experience with at least one year of experience in an industrial accounting department is desired, but not required.

If you desire the chance to make a difference and to work with great people who value teamwork, challenges and the ability to impact the future of the company, Please send you resume to Jagemann Stamping Company, 5757 West Custer Street, Manitowoc, WI 54220. "Attention Human Resources" or apply on line at www.jagemann.com.

Jagemann Stamping is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, veteran status or other characteristics protected by law.

