



Job Title: Accounts Receivable Supervisor

Jones Soda Co. is a Seattle-based premium beverage company whose brands include Jones Soda, 24C, Jones Naturals, Jones Energy, Jones Organics and Whoopass. A leader in the premium soda category, Jones is known for its innovative labeling technique that incorporates always-changing photos sent in from consumers. Jones is renowned for its guerilla marketing techniques; popping up in creative places just to get soda into the hands of Jones fans. Jones is also known for creating unique flavors like Turkey & Gravy and Smoked Salmon along with all-time favorites, Blue Bubble Gum and Green Apple. Jones Soda is sold through beverage retailers and everywhere you'd never expect to find a soda.

The A/R Supervisor will be responsible primarily for overall A/R activity including overseeing 3 A/R team members in their collection efforts.

Reporting to the Director of Accounting, specific duties include the following:

- Investigate the financial standing and reputation of new accounts and make recommendations on their applications
- Reconciling billing accounts to general ledger
- Monitor aging report
- Responsible for day-to-day correspondence and telephone procedures relating to overdue accounts
- Report and discuss A/R status and plan of action with Accounting Manager on a weekly basis
- Handle negotiations with customers with respect to credit limits and account adjustments
- Ensure customer records and account status are updated and maintained
- Research open invoice status and update A/R detail reports on a daily basis
- Research daily lockbox payments for proper allocation of incoming wires, ACH transactions and check submittals
- Research/process posted unapplied cash
- Reconcile misapplied payments
- Establish contact with customers regarding account balances and invoice issues
- Resolve invoice disputes and delinquent payment issues
- Reduce and eliminate bad debt penalties
- Assist in maintaining invoice files and ensure accuracy of invoicing
- Act as backup for various accounting functions
- Other duties or assignments as required

Qualified candidates will have previous experience in a fast-paced team environment that is customer focused.

Skills/Abilities Required:

- 3-5 years A/R experience with previous supervisory experience
- Be exceptionally detail-oriented and organized
- Possess the ability to multi-task and work under pressure or tight deadlines
- Exhibit superior written and verbal communications skills
- Consistently and independently identify and resolve problems
- Have demonstrated experience with MS Office and Internet applications, with a high-level proficiency in Excel
- Show a thorough understanding of the company and its products

Candidates must be authorized to work in the US without sponsorship.

All applicants must submit a cover letter and resume, and should apply online via www.jonessoda.com or directly to jobs@jonessoda.com. The subject line of the email must read A/R Supervisor. No hard copy resumes accepted.

Come Run with the Little Guy!