



Open Position: Accounts Receivable Specialist

Location: Reedley, CA

Dayka & Hackett LLC. is a leading grower, packer, shipper and importer of fresh fruit to North American supermarkets and club stores. The Company specializes in the global sourcing of table grapes, citrus, tree fruit, avocados, mangos, kiwi and Asian pears from Brazil, California, Chile, Columbia, Mexico, Morocco, Peru and Uruguay. Dayka & Hackett LLC. maintain offices in Wilmington, DE, Edinburg, TX and Ventura, CA with headquarters in Reedley, CA. Dayka & Hackett LLC. is currently seeking an Accounts Receivable Clerk to join our Reedley, CA team.

Job Description: A successful Accounts Receivable Clerk in our Reedley, CA office will assist in ensuring that the company receives payment for goods and services offered to clients. This is a full-time position in an exciting and fast-paced environment.

Job Duties:

- Prepares daily deposits for fast-paced accounts receivable department in compliance with company policies and procedures.
- Monitors collections of aged accounts and performs high-volume collections calls.
- Responsible for researching and reconciling discrepancies on key accounts in a timely fashion.
- Collaborates with the AR Manager to meet weekly/monthly reporting deadlines and projects.
- Maintains professional communication and interaction with customers and with internal departments.

Candidate Qualifications:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organizational skills and attention to detail.
- Working Knowledge of Famous Software is preferred, but not required

Education and Experience:

- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting preferred.
- At least two years of related experience required.

Compensation:

- Competitive pay
- Company paid medical, dental and life insurance
- Vacation and paid time off
- 401(k) program with employer contribution
- Bonus plan

For consideration please submit your résumé to: careers@daykahackett.com