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**Harmony Enterprises, and AA/EEO Employer, Is Hiring For The Position Of: *Accounts Receivable Specialist***

**Required Skills:** Highly organized, detail oriented, familiar with MS Office software, good time management skills, excellent communication skills, and have the ability to work as a team member. Candidate must also exhibit the Harmony Enterprises’ core values; Committed, Passionate, Innovative, Courage to Make a Difference, and Enhancing our Shared Experience.

**Preferred Skills:** Accounts Receivable experience.

**Responsibilities:**

* Process Daily Receipts
* Manage AR Communications
  + Customer Statements & Collections
  + Salesforce Invoice Data Entry & Follow-up
* Support AR Invoicing
  + Invoicing for national account
  + Backup for AR Invoicing all accounts
  + Assist in Sales & Use Tax Reporting
* Software programs utilized
  + MS Office – Outlook, Excel, Word
  + Made2Manager (Accounting program)
  + SalesForce
  + Adobe Professional
  + M-Files (Document management program)
  + Various Customer Online Portals

**Applicants should have and desire qualities that align with our Core Values:**

* Commitment
* Passion
* Innovation
* The Courage To Make A Difference
* Enhancing Our Shared Experience

Pay will be based on experience.

**Interested candidates**, please submit resume and job application online at <https://harmony1.com/about-us/employment-opportunities/>, apply in person, or mail to Stephanie Fisher, HR Administrator, Harmony Enterprises, Inc., 704 Main Ave N, Harmony, MN 55939.