



RITBA is accepting applications for the following position:

Accounts Receivable Clerk

(Full-time Position w/ Employee Benefits Package)

POSITION DESCRIPTION:

The RITBA Accounts Receivable Clerk is responsible for ensuring accuracy and efficiency of tolling receivable operations, processing and monitoring incoming payments, and securing revenue by verifying and posting transactions. This position will oversee and process all incoming mail to RITBA and record statistics.

This position will report directly to the Violations Manager and will work with several key functional department managers.

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree in Finance, preferred
- Experience with electronic toll collection and/or E-ZPass

ESSENTIAL RESPONSIBILITIES:

- Prepares, posts, verifies, and records customer payments and transactions related to toll violation accounts
- Performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Maintains and updates customer files, including name or address changes
- Process all incoming mail and records statistics
- Responsible for sending correspondence and returning mail that is unable to be processed
- Participate in customer-facing projects and tasks

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven working experience as Accounts Receivable Clerk, Accounts Receivable Manager, Bank Teller or Accountant
- Proven ability to calculate, post and manage accounting figures and financial records
- This individual must have a proven ability to be detail oriented and a high degree of accuracy
- Strong communication and customer service skills
- Demonstrate strong organizational, multi-tasking and interpersonal communications skills

** This job description represents general duties and is not intended to list every specific function of this position.*

The general RITBA application for employment is available on our website at www.ritba.org. The application period is open until the position is filled. Applications with personal resume shall be submitted:

- 1) By email to: atasso@ritba.org
- 2) By mail to: RITBA, Attn:HR
PO Box 437
Jamestown, RI 02835

The Rhode Island Turnpike and Bridge Authority is an equal opportunity employer.