

## Dental Lab Collections/Accounts Receivable Associate

DDS Lab is a full service lab equipped to fulfill all dental laboratory needs, such as crown and bridge, dentures, partials, implant restorations and attachments. Our latest technology, competitive pricing and continuing partnerships with our clients make us one of the premier dental labs in the nation.

We have an excellent opportunity for a **part-time (max 24hrs per week)** dental lab collections/accounts receivable associate, who, along with the full-time A/R Representative on staff, will be responsible for posting A/R receipts and collecting past due balances from clients, as well as other duties and responsibilities as described below. The dental lab collections / A/R associate will report directly to the Vice President of Finance.

### Duties and Responsibilities:

- Daily posting of receipts.
- Collecting DDS Lab A/R, and initiating shipment "hold" procedure when necessary.
- Printing & mailing of statements and invoices to clients.
- Managing outstanding A/R for DDS Lab through daily contact with clients.
- Collecting aged outstanding balances of client accounts through billing & direct contact with clients.
- Verification of accounts outstanding and accounts due and owing.
- Performance of other duties as assigned.

### Skill Requirements Desired:

- Proficient in Excel, Word and other MS Office applications.
- Jenmar or DLPlus experience preferred.
- Must be organized, detail-oriented, and possess ability to work in a fast paced corporate environment.
- Knowledge of accounting principles and practices.
- Superior analytical and communication skills. These skills must apply to time spent in communication with lab staff, dentists, and dental office staff.
- Client A/R file maintenance.
- Client A/R record management.
- An understanding of the laboratory procedures.
- Team skills and the motivation for team acceptance.

For immediate consideration, please send resume, salary history and requirements to Tom Bondor at [tbondor@ddslabsolutions](mailto:tbondor@ddslabsolutions).