
Phone: (269)349-7882 • Fax: (269)373-6166 • Website: wenkesunbelt.com

Date: 09/15/2026

Job title: Accounts Receivable Specialist

Direct Supervisor: Sales Office Manager

Additional: Director of Sales and Marketing and Controller

Base Location: 2525 N 30th Street, Kalamazoo, MI 49048

Job Summary:

This is a full-time position in Accounts Receivable (AR) as the primary point of contact for all AR matters at Wenke Greenhouses. This position is responsible for all daily/weekly/monthly operations in AR. The AR Specialist is expected to conduct and collaborate on multiple reports and projects that occur throughout the year as well. The AR Specialist will also remotely coordinate and assist our South location-specific AR support rep in Douglas, GA. The AR Specialist will directly report to the Sales Office/AR Manager and collaborate with the Controller on select processes and reports. This role requires balanced collaborative contributions with independent initiative, consistently delivering results whether working as part of a team or managing tasks autonomously.

Primary Responsibilities:

- **Cash Application:**
 - Receive, process, and deposit payments
 - Resolve discrepancies and reconciliations
 - Maintain up-to-date payment authorizations
- **Invoicing and Billing:**
 - Posting daily invoices
 - Sending monthly statements
 - Send additional invoice copies when requested
 - Process invoice corrections and issue credits
- **Sales Tax Management:**
 - Identify and set up tax rate billings or tax exemptions
 - Run and reconcile monthly reports of sales tax collected
 - File and approve payment for reported Sales Tax to applicable states
 - Assist in Nexus reviews to determine any new registrations needed
- **Collections:**
 - Promptly follow up on overdue accounts
 - Recover outstanding balances
 - Generate weekly AR Aging reports
 - Escalate collection efforts as needed

"The Earth Laughs In Flowers"

- **Credit Analysis:**
 - Assess customer creditworthiness and propose terms for final approval
 - Monitor credit risks and minimize bad debt
- **Customer Relations:**
 - Build and maintain positive relationships with customers
 - Clearly communicate by phone and email
 - Manage disputes and expectations to facilitate payment plans or compromises
- Conduct AR Mid-Year and Year-End reviews
- Collaborate on and implement solutions to issues or inefficiencies
- Maintain accurate and current customer files
- Answer incoming calls and e-mails promptly

Skills Needed:

- This role requires uncompromised commitment to integrity, discretion and ethical conduct
- The ideal candidate will possess extensive knowledge of banking administration, processes and financial operations
- Drive to learn an industry specific software for greenhouse production
- Advanced knowledge of Microsoft functions with emphasis on Excel
- Strong organization and time management skills
- Highly detail-oriented with strong critical thinking skills
- Excellent and effective communication skills with all levels of the organization
- Self-driven and action-oriented; able to provide results effectively without frequent oversight
- Exceptional organizational skills
- Committed to improvement, efficiency, and goal-driven results
- Punctual and reliable

Experience Required:

- High-school diploma or equivalent; associate's degree preferred
- Minimum of 3 years' experience in Accounts Receivable

Schedule / work hours:

Standard shift is full-time: 40hrs/week; Monday through Friday; 8:00am – 4:00pm

There will be times of the year where more than 40 hours of work is required to accomplish all daily and weekly responsibilities. There will also be times during the year where there is flexibility to have shorter weeks or shorter daily shifts, provided that all necessary duties have been completed.

Compensation (Pay rate, benefits, PTO, phone, other):

- \$25 per hour
- Health, dental, vision, life, and other insurance options partially paid by employer
- 401K with up to 4% employer contribution
- Paid Time Off & Holiday Pay
- Employee Discount on Wenke Greenhouses Retail Products

"The Earth Laughs In Flowers"