



KONRAD BEVERAGE CO.

EXCEPTIONAL BEERS · FINE WINES · EXQUISITE SPIRITS

<https://konradbevco.com/job/accounts-receivable-bookkeeper/>

## Accounts Receivable Bookkeeper

### Description

The Accounts Receivable Bookkeeper is responsible for securing company revenue by accurately verifying and posting receipts, resolving discrepancies, and maintaining organized and current receivable records.

### Responsibilities

- Post customer payments by recording cash, check, ACH, and credit card transactions.
- Maintain and update receivables by totaling and reconciling unpaid invoices.
- Investigate and verify account discrepancies by collaborating with Sales, Promotions, Customer Service, and customers.
- Resolve authorized deductions
- Prepare summaries of receivables by maintaining invoice accounts, verifying totals, and generating reports.
- Maintain confidentiality and safeguard sensitive company information.
- Contribute to department and organizational goals by completing related tasks as needed.

### Qualifications

- Strong organizational skills
- Accounting or bookkeeping experience
- Accurate and efficient data entry skills
- Solid general math skills
- Ability to analyze and interpret information
- High attention to detail and thoroughness
- Strong research and reporting abilities
- Clear verbal communication skills

### Preferred:

- Experience with accounting software (e.g., QuickBooks, Sage, NetSuite, etc.)
- Prior Accounts Receivable experience
- Understanding of standard AR processes and collections

### Job Benefits

#### After 90 days:

- Medical insurance
- Dental insurance
- Vision insurance
- Life and AD&D insurance
- Paid time off

#### After 1 year:

### Hiring organization

Konrad Beverage Company

### Employment Type

Full-time

### Job Location

1320 Hurffville Rd., 08096,  
Deptford, NJ

### Base Salary

\$ 21.00

### Date posted

December 17, 2025

- 401(k)
- Profit sharing