

Park Planet

AP & AR Specialist

Park Planet
Red Bluff, CA

Full-time Position

Days/Hours: Monday – Friday / 8:00am – 5:00pm

Wage Range: \$14.00 - \$16.00 per hour, DOE

Benefits: Vacation & 401(k)

Park Planet has been in the recreation industry for 20 years. The Park Planet team is not your “average” playground and shade distributor. We have a full staff of 14 employees, whose backgrounds include NCAA Div. I sports, Air Force Maintenance, Naval Logistics and competitive fantasy football. We have offices in Kansas, Missouri, Nebraska, Iowa, and all across California. We are currently looking for an AP & AR Specialist to join our team!

Job Duties/Responsibilities:

- Monitor and administer over customer accounts.
- Prepare customer's statements, bills and invoices.
- Research and analyze accounts.
- Generate weekly aging reports.
- Determine payment schedules with customers.
- Contact delinquent customers to secure payment.

Job Requirements:

- Must have experience with QuickBooks
- Must be proficient in Excel and Outlook
- Must have computer experience and knowledge
- Must be dependable, and reliable
- Must be able to balance and prioritize job duties
- Must be able to meet deadlines
- Ability to work as a team member as well as individually

To Apply: Email your resume to dena@parkplanet.com