



Position Title: Title and Accounts Receivable Clerk

Location: Okoboji, Iowa

Duration: Full-time

Company Background

Mau Marine of Okoboji, Iowa is a full service marina and boat dealership on the banks of the Iowa Great Lakes. Located on Highway 71, Mau Marine specializes in boat sales, boat service, boat rental, boat storage, and boat slip rental, and offers all the toys and boating gear a boating enthusiast needs. Most importantly, Mau Marine's mission is to make absolutely every aspect of the boating experience easy and enjoyable for its customers. Mau does this with an outstanding staff of marine professionals dedicated to setting the standard for customer satisfaction.

Position Summary

We are looking for a skilled title and accounts receivable clerk to provide financial, administrative, and clerical services.

Title and accounts receivable clerk duties include ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts.

Responsibilities

The following responsibilities will be expected for this position:

- Title Clerk
 - Facilitate transfer of boat registrations and titles
 - Entering and maintaining inventory records
 - Assist the Finance office with processing loan documents
 - Process warranty registration on new product sales
- Accounts Receivable
 - Create and maintain customer records
 - Process monthly statements and customer payments
 - Address customer billing questions
 - Initiate collections on past-due accounts
 - Reconcile, process, and verify accuracy of daily bank deposits
- Operations
 - Responsible for handling telephone overflow
 - Perform any other duties assigned by management

Requirements

Applicants must possess the following qualifications and skills:

- High degree of accuracy and attention to detail
- Ability to multi-task and work efficiently
- Excellent organizational skills
- Good written and verbal communication
- Proficient in Excel

Please apply online by visiting our website www.maumarine.com and clicking on "Join the team". If you have any questions, please do not hesitate to contact our Human Resources Director by email kellie@maumarine.com or calling 712-332-5626.