



SR. ACCOUNTS RECEIVABLES

PADI, the global leader in Scuba Diver Training, is searching for a full-time **Sr. Accounts Receivables** at our corporate headquarters in Rancho Santa Margarita, California. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to

join our team!

Reporting to the Accounting Manager at PADI Americas, the Sr. Accounts Receivables will perform a range of duties relating to accounts receivables with a strong focus on locating and notifying customers with delinquent accounts and attempting to secure payment.

What You Will Do

In your role, you will be responsible to do the following:

- Maintain accounts receivables for at least 4 PADI sales regions including all daily and regular processing including:
 - a. Daily & online orders, Paypal payments
 - b. Credit Card payments and release orders for assigned regions
- Maintain wire postings and keep current to the week
- Review Sales Order Hold Report daily for problem accounts and release orders where applicable. Contact past due members in order to release member's orders.
- Monitor past-due accounts receivable for assigned regions
- Review and reconcile LAO accounts each month maintaining monthly LAO reports
- Process NSF checks including debit memos and follow up requests for credit references.
- Process and submit claim forms for bankruptcy accounts.
- RMA Processing:
 - a. Monitor and print invoices
 - b. Monitor and print credit memos
 - c. Complete re-applies
 - d. Follow up with Sales and Membership on past dues
- Other duties as assigned

Skills and Experience You'll Need to Be Successful In This Role

- College degree preferred or significant accounts receivable/general ledger experience required.
- Minimum three years experience as collections agent in a service support environment.
- Accurate data entry and typing skills
- PC literate
- Professional attitude and telephone manner
- Superior judgment, discretion and tact in interpersonal relations
- Excellent organizational and time management skills
- Excellent attention to detail
- Dedication to customer service
- Fluency in English
- Bilingual Spanish, French or Portuguese a plus.

Founded in 1966, PADI has grown consistently through our 53 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI has certified over 26 million divers during our history, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and an extensive benefits plan.

If this job sounds interesting to you and you meet these requirements described above we'd like to get to know you! Please submit your resume & salary requirements at jobs@padi.com. To learn more about our company visit us at www.padi.com. Applicants must possess the right to work in the United States.

PADI is The Way the World Learns to Dive.
<https://www.youtube.com/watch?v=w8-KIkOUWME>