



Accounts Receivable Coordinator

Req ID #: 2595

Location: Northridge, CA

For over 40 years, HemaCare, a Charles River company, has worked to making a positive impact on the world by providing the highest quality cellular material and services to biotech and pharmaceutical companies and research organizations that are performing innovative research and developing novel cell-based therapies.

We recognize that our success depends on the vision and passion of our employees; that is why we are devoted to making HemaCare a rewarding and valuable place to work. We believe in making a difference, and at HemaCare, you will make a difference every day.

JOB SUMMARY

The Accounts Receivable Coordinator is primarily responsible for the daily accounting activities related to billing, accounts receivable, and collections.

Responsibilities:

- Review and process billing documents for services performed and products sold
- Compile information for customers to facilitate payments; this includes periodic statements and other reports as indicated.
- Review and collect past due accounts through collection calls, e-mails, faxes, etc.
- Completely document all collection efforts in Great Plains system.
- Enter and apply customer payments to Great Plains system.
- Maintain accounts receivable reports and files.
- Prepare month end reports as indicated.
- Additional duties as assigned by management.
- Provides customer service as it relates to the billing and accounts receivable function.
- Compose routine reports and correspondence

Requirements:

- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Working knowledge of Great Plains
- Must have a good command of the English language and be able to communicate clearly and concisely in both written and verbal format.
- Must be able to analyze and present quantitative data. Able to accurately compute basic mathematical equations such as addition, subtraction, division, multiplication, and percentages.
- The Accounts Receivable Coordinator must be able to analyze and interpret data relating to various projects and resolve issues and problems that arise.



- Must be able to resolve issues of a general and routine nature and exercise appropriate judgment to escalate issues to senior management.
- Must be able to effectively prioritize routine and nonroutine work assignments to ensure goals and timelines are met.

Education, Experience and Licensure

- High school diploma or comparable education, required.
- 3+ years related experience
- College coursework or degree preferred

About HemaCare

HemaCare, a Charles River company, is a global leader and trusted brand in the customization of human-derived biological products and services for biomedical research, drug discovery, and cell and gene therapy development. HemaCare's vertically integrated solutions support preclinical research, clinical studies from phases 1 to 3, and commercialization with high-quality RUO and GMP-compliant starting material and apheresis collections.

In January 2020, HemaCare was acquired by Charles River Laboratories, an early-stage contract research organization (CRO). Combined with Charles River's integrated, early-stage portfolio of discovery, safety assessment, and manufacturing support services, the acquisition creates a unique, comprehensive solution for researchers and cell therapy developers and manufacturers worldwide to help accelerate their critical programs from basic research and proof-of-concept to regulatory approval and commercialization. Utilizing this broad portfolio of products and services enables our clients to create a more flexible drug development model, which reduces their costs and enhances their productivity and effectiveness to increase speed to market. We work closely with our clients throughout the clinical process to maximize success and drive positive clinical outcomes.

Together, with over 17,000 employees within 80 facilities in 23 countries around the globe, we are strategically positioned to coordinate worldwide resources and apply multidisciplinary perspectives in resolving our client's unique challenges. Our client base includes global pharmaceutical and biotechnology companies, government agencies, and hospitals and academic institutions around the world.

At HemaCare, we are passionate about our role in improving the quality of people's lives. We have proudly supported the development of 100% of the current commercially available FDA-approved immunocellular therapies. Our mission is to provide a best-in-class portfolio of high quality, customizable human cellular material and services to support drug discovery, scientific research, and cell therapy. This resonates from our employees and impacts our customers because we know that every day is an opportunity to advance discoveries and make a difference in someone's life.

For more information, please visit www.hemacare.com.

Equal Employment Opportunity

HemaCare, a Charles River Laboratories Company, is an Equal Opportunity Employer M/F/Disabled/Vet

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