



Accounts Receivable Analyst

Who are we?

Established in 1983, privately-held Pacific Market International (PMI) designs, manufactures and markets innovative food and beverage solutions designed for busy lifestyles. Our brands in the marketplace are Stanley, Aladdin, MiGo, and Slant Collections. PMI is headquartered in Downtown Seattle, with beautiful views of Elliott Bay from our office windows. We also have offices around the world in Shanghai and Shenzhen, China; Rio de Janeiro and Manaus, Brazil; Manila, Philippines; Amsterdam, The Netherlands; San Francisco and Bentonville, USA. More information can be found at www.pmi-worldwide.com.

Thanks for checking out our full-time Accounts Receivable Analyst position based in our new office in Robinsons Cyberscape Alpha (Ortigas).

Position Overview

We are looking for a customer service oriented and proactive individual to ensure that our internal and external customers are supported effectively. Reporting to the Shared Service Manager and receiving guidance from US based functional manager, you are responsible for the accurate and timely processing of both electronic and manual remittance transactions, including checks, ACH, wire, and credit card payments. We maintain a flexible schedule policy, but this position will mostly report night shift.

Essential Job Functions

- Process daily receipts ensuring prompt and accurate recording of payments to customer accounts; including all lockbox, ACH, wire, and credit card payments
- Review payment deductions and determine if they should be adjusted off as contractual or non-contractual or if they should be flagged to the Credit & Collections Analyst for further review
- Ensure that all credit card payments are posted and applied correctly
- Performs reconciliation of daily deposits to the cash postings
- Researches unidentified payments for proper posting or return to the payer in a timely manner
- Contact customers as required with payment related questions
- Ensure that all payments received in a month are correctly posted and applied during that month
- Provide quality, professional customer service to all internal and external customers
- Other duties as required

Education and Experience

- 4 years' experience handling complex accounts receivable duties in an accounting environment
- Experience in retail channel is plus
- Solid English speaking and writing skills

aladdin STANLEY miGo SLANT



Proficiencies Required

- Excellent written and oral communication skills
- High level of competency with Microsoft Office Programs. Advanced knowledge and experience with Microsoft Excel required, including pivot tables and VLOOKUPs
- Strong 10-key accuracy
- Ability to respond effectively to sensitive inquiries or complaints
- Solid problem-prevention and problem-solving skills
- Excellent organizational skills with a strong attention to detail and time management
- Willingness to adapt to changing business needs and deadlines
- Strong knowledge of banking and lockbox interfaces

Company Background

PMI is a fast-paced environment that works creatively and collaboratively. Not only are we privately owned and high energy, but we operate internationally and are growing fast. We strongly encourage you to read more about the company – it is an amazing place to work! (<http://www.pmi-worldwide.com>).

What do we do? We are committed to providing consumers with simple, stylish portable food and beverage containers that are built with a focus on community and sustainability.

We care about our people and recognize their efforts through monthly, quarterly and annual rewards and bonuses. Other benefits include HMO, life insurance, free meals, rice subsidy, night shift differential, education and training sponsorship and scholarships, and international travel.

We also care about our local and global community and show it in the following ways:

- All employees are given one paid day per year to volunteer at an organization nominated and selected by employees.
- PMI annually gives 1% of net profits to nonprofit organizations that align with our philanthropic pillars: children, education and the environment.
- Quarterly Grassroots Philanthropy Award where we donate to a nonprofit organization nominated and selected by employees.

Help us build our success story today.

If you have the qualifications and skills for this position please submit your resume to: anne.guardaquiver@pmi-worldwide.com.