

ACCOUNT SERVICES CLERK – A/R

HARDINGE INC., founded more than 125 years ago, is an international leader in the machine tool industry. The Company, headquartered in Elmira, NY, designs and manufactures a wide range of machine tool products and accessory items and is extremely active in the international marketplace. The Company's common stock trades on NASDAQ under the symbol of "HDNG." (The company Web site can be reviewed at www.hardingeus.com.)

The Account Services Clerk - A/R is responsible for interfacing with customers through verbal and written correspondence, protecting the company's investment in accounts receivable, and the accurate execution of accounting functions in the Hardinge Inc. ERP system, currently JD Edwards. The requirements for this position that reports to the North American Controller are as follows:

EDUCATION:

High school diploma required; Associates degree in a related field preferred.

EXPERIENCE:

Three to Five years in an Account / Finance setting preferred. The position requires excellent computer skills, proficiency with Microsoft Office products, and a working knowledge of an ERP system; experience with JD Edwards is a plus.

REPORTS TO: The North American Controller

LOCATION: Elmira, NY

RESPONSIBILITIES:

- Receive or initiate calls and e-mails working directly with customers.
- Receive and / or download customer invoices and ensure the correct coding of invoices and payments for the ERP system.
- Perform collection activities on delinquent accounts and take actions to resolve past due amounts, including account discrepancies, following up as needed. Organize and document collection activities and communications.
- Reconcile customers' accounts; process refunds, offset credit memos, make adjustments, etc.
- Receive and properly code and enter incoming payments.
- Enter data accurately into the ERP system.
- Special reporting as may be required.
- Support other accounting projects as directed.

We offer a competitive salary and benefit package including health insurance, life insurance, 401(k), paid vacation, paid holidays and short and long-term disability.

Hardinge Inc. is an Equal Opportunity Employer, Veteran/Disability