



# SAUNDERS BROTHERS

SINCE 1915

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2717 Tye Brook Hwy  
Piney River, VA 22964  
Phone: (434) 277-5455  
FAX: (434) 277-8010

## **Accounts Receivable Clerk**

July 2025

**Position Description:** Saunders Brothers is seeking an Accounts Receivable Clerk in our Finance Team. The Accounts Receivable Clerk is responsible for managing the money owed to the company. This role ensures timely and accurate payment collection and reconciliation of customer accounts.

### **Requirements and Duties would include the following:**

- Oversee customer accounts and collections.
- Receive and record payments from customers and apply to outstanding balances.
- Maintain customer files, including payment terms, delivery rates, contacts, and other details.
- Complete credit applications for new customers.
- Process credit requests from other companies requesting information on our customers.
- Monitor overdue accounts, send reminders and make collection calls to customers.
- Maintain a bi-weekly list of delinquent customer accounts.
- Oversee daily invoicing and credit requests.
- Addressing customer inquiries about invoices, statements, discrepancies and other billing questions.
- Assist in covering front desk/receptionist as necessary.
- Willing to assist with other tasks as needed.

### **Qualifications:**

- Two years' experience or higher education in accounting or business preferred, but willing to train.
- Must have excellent math skills as well as analytical and problem-solving skills.
- Strong attention to detail for accurate record-keeping and identifying discrepancies.
- Excellent computer skills, including Microsoft Outlook, Excel, and Word.
- Experience with SharePoint is a plus.
- Excellent communication skills and ability to effectively work with other staff members.
- Good organizational skills and have flexibility to work as demands change.
- Ability to handle multiple tasks and to prioritize workload.
- Willingness to perform other duties as needed.

**Supervisor:** This position will answer directly to the Controller of Saunders Brothers, Inc.

**Pay and Benefits:** We offer a competitive hourly rate (commensurate with qualifications), and employee pricing on plants and farm market items. We also offer professional training and staff development opportunities.

**Work Time and Hours:** This position is a part-time (2-3 days per week), on-site, year-round position. Time off must be approved in advance.

**Drug Testing and Background Checks:** Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, this individual will be subject to random drug testing, reasonable suspicion testing, and will be subject to post-accident testing. In addition, the applicant will be subject to a background check.

**Information and Application:** Saunders Brothers Inc. is comfortably situated on the sunrise side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact our Human Resources Department at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com). The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

**Start Date:** As soon as a qualified applicant is identified with a successful background check.

### **Saunders Brothers Core Values**

**Faith-** Our Core Values and business practices are directed by our Christian faith.

**Integrity-** Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

**Passion-** We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

**Family-** The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.

### **Business Purpose**

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

### **Strategy**

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.