

 <p>Prolacta BIOSCIENCE Advancing the Science of Human Milk</p>	<h2>Job Description</h2>	<p>Owner: Accounting Manager</p> <p>Revision No: # 2</p> <p>Effective Date: 04/2017</p> <p>Supersedes: 09/2015</p> <p>Page No: 1 of 3</p>
<h1>Accounts Receivable Clerk</h1>		

Department:	Accounting
Reports To:	Accounting Supervisor
Date Posted:	December 21, 2017

Company

Prolacta is the pioneer in human milk-based nutritional products for premature infants in the neonatal intensive care unit (NICU). Prolacta believes that there is no adequate replacement for human breast milk and, as such, we believe infant nutritional products should be human milk-based. As a privately held, scientifically driven company, committed to improving premature infant nutrition, we are using human milk to change the standard of care in the NICU. Prolacta operates and/or owns milk banks that provide the starting material for the products Prolacta sells.

Job Summary

The position is a full-time position that is responsible for supporting clerical functions of the Accounts Receivable department. The Accounts Receivable Clerk will provide support for accounts receivable and other areas as well as filing and clerical tasks such as data input. Other projects may be assigned by the Accounting Supervisor.

Primary Duties and Responsibilities

1. Support the accounts receivable functions of invoicing and collections.
2. Support accounting department with clerical work, filing, faxing, phone calls, customer follow up, scanning, data input etc.
3. Work on projects assigned by Senior Accountant.
4. Support the year-end audit.

Job Requirements and Qualifications

1. Personable and Professional
2. Ability to work independently and meet deadlines.
3. Detail oriented with strong analytical skills.
4. Excellent written and verbal communication skills.
5. Finger-Hand Manipulation (e.g. 10-key, typing).

Accounts Receivable Clerk

Qualifications

1. Bachelor's Degree in Accounting, Finance Economics or other Business related degree preferred.
2. Detail oriented and well organized.
3. Proficiency with Word, Excel, proficiency with Access a plus.
4. Syspro ERP experience is a plus.

Work Environment (Location, travel, shift, on-call, etc.)

Travel

Occasional travel

Location

Duarte, CA

Physical Requirements

- a. Activities. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Activity	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Stand		X		
Walk		X		
Sit				X
Talk or hear		X		
Use hands to finger, handle or feel				X
Climb or balance	X			
Stoop, Kneel, crouch or crawl		X		
Reach with hands and arms	X			
Taste or smell	X			
Repetitive Computer Keying Motion				X

- b. Lifting. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.
 - a. Lift or move raw milk containers (during inventory counts), bags, binders or boxes (less than 10 lbs.).



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Accounts Receivable Clerk

Amount of Time				
Activity	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

Direct Reports

N/A

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

“Prolacta Bioscience, Inc. is an Equal Employment Opportunity Employer.” Prolacta Bioscience, Inc. is committed to a proactive program of affirmative action and diversity development. The Company will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or veteran status.