



POSITION DESCRIPTION

Job Title: Accounts Receivable Specialist

Status: Non-Exempt

Reports To: Controller

Effective Date: July 17, 2024

POSITION SUMMARY

Reporting to the Controller, Accounts Receivable is responsible for ensuring accurate and timely day-to-day processing of accounts receivable. Must be a team player and the job characteristics as follows:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and send sales invoices.
- Review customer contracts and ensure invoices are recorded correctly.
- Manage the collections of overdue accounts.
- Record payments and reconcile customer accounts.
- Maintain billing accounts and records.
- Provide support for external and internal audits.
- Work closely with the Operations and Finance teams to ensure accurate and timely billing.
- Responsible for the collections reporting and review meetings with senior management.
- Assist with other various projects as requested by the Controller.
- Maintains confidentiality of organizational information.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- High School diploma or equivalent.
- 5+ years of directly related accounts receivable experience.
- Experience with AR accounting sub-systems. Softpak experience a plus.
- Intermediate to expert skill in MS Office suite including Word, Excel and Outlook.
- Proactively building relationships with customers.
- Excellent communication and interpersonal skills.

- Professional and effective written communication.
- Excellent customer service skills.
- Ability to multi-task in a confidential, fast-paced environment.
- Time management skills to ensure deliverables are completed in a timely manner.
- Superior attention to detail.
- Self-motivated, work independently, and maintain good working relationships with customers and coworkers

SPECIFICATIONS

May be required to use the computer screen for extensive periods of time
Extended working hours when necessary

PAY RANGE

\$24.00 - \$27.00