POSITION DESCRIPTION

Job Title: Accounts Receivable Specialist

Status: Full-Time

Reports To: Controller

Location: Galt, CA

Effective Date: 10/19/2026

Cal-Waste Recovery Systems is looking for a full-time accounts receivable specialist. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin, Amador, Tuolumne, and Calaveras County areas. Cal-Waste is a family-owned business ***99 years strong***. Check us out at www.cal-waste.com.

POSITION SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete monthly billing
- CWRS Valley & Mountain collections
  - Gambi 360 landfills
  - PWRS
  - Good Earth Farms
- Prepare and send invoices.
- Review customer contracts and ensure invoices are recorded correctly.
- Manage the collections of overdue accounts for all receivable accounts to include Valley Collections, Mountain Collections, MRF, PWRS, Good Earth Farms, and Gambi 360.
- Record payments and reconcile customer accounts.
- Apply payments to customer accounts from check received at CWRS
- Maintain billing accounts and records.
- Provide support for external and internal audits.
- Work closely with the Operation and Finance teams to ensure accurate and timely billing.

- Responsible for the collections reporting and updating senior management.
- Assist with various projects as requested by the Controller.
- Maintains confidentiality of organizational information.
- Other duties as assigned.
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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 skills in MS Office suite including Excel, Outlook, and Word.
- 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, independent worker, 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

$26.00 - $30.00

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Vision insurance

Work Location: In person