

## **Accounts Receivable Specialist**

We are seeking someone with an Accounts Receivable background to join our team. This position will be responsible for processing vendor invoices while utilizing standard company procedures to ensure proper entry and accuracy.

Accounts Receivable Specialist responsibilities include:

- Assists with monthly customer billing, ensuring timeliness and accuracy
- Daily application of customer payments received via check/ACH
- Research billing discrepancies and resolve billing issues and short payments
- Collection of past due customer accounts Make customer calls necessary to retrieve data for monthly billing (tonnage calls) Provide customer specific backup/support for billing
- Prompt responsiveness to billing inquiries from internal/external customers Initiates process improvements/best practices
- Provide support for other positions within the Finance/Accounting department.

The qualifications for this position include:

- Accounts receivable experience (minimum of 2 years).
- Associates degree in Accounting or Finance preferred but comparable business experience also acceptable
- Proficiency with Microsoft Outlook, Word and Excel applications
- Familiarity with internet based accounting systems (NetSuite, Doc-u-peak)
- The ability to communicate with vendors and customers in a professional and efficient manner with excellent verbal and written communication skills
- The ideal candidate should be able to possess the ability to problem solve and multi task, organize and prioritize assignments, display accuracy and attention to detail, be self-motivated and able to work independently.