



ACCOUNTS RECEIVABLE CLERK

Position Description: This individual assists the company by collecting on invoices billed to our clientele. We rely on this position in order to keep our outstanding credit line to our clients at a very low number, which in turn adds to our bottom line at the end of each day. This position interfaces with both Service and Construction clients, creating strong working relationships along the way.

Duties include (but not limited to):

- Contacting our clients, via e-mail and/or telephone, to discuss their open balances
- Obtain financial commitments from our clientele in relation to their accounts
- Request, obtain and file Certificates for Capital Improvement (CCIs)
- Posts customer payments by recording cash, checks, and credit card transactions.
- Updates receivables by totaling unpaid invoices.
- Prepare and maintain various reports
- Process credit card, cash, & check payments
- Investigate and resolve customer queries
- Filing of paid invoices
- Identify and execute the necessary process adjustments
- Send statement to outstanding customers

Requirements:

- 2-5 Years of Accounts Receivable & QuickBooks Experience
- Associate Degree preferred
- Excellent interpersonal and organization skills, able to maintain and keep information confidential.
- Must be able to meet deadlines and report information timely and accurately.
- Strong computer and time management skills.
- Ability to work with all levels within the organization.

Compensation:

- Competitive Compensation plus bonuses
- Transportation Allowance
- 401 K (presently with match)
- Accrued PTO
- Health Benefits Supplement
- All tools required to perform duties including work computer and cell phone