

JOB DESCRIPTION

ACCOUNTS RECEIVABLE SPECIALIST

DEPARTMENT: Administration

JOB TITLE: Accounts Receivable Specialist

JOB NUMBER: 7004

REPORTS TO: Chief Financial Officer (CFO)

JOB PURPOSE: Responsible for the effective and efficient development, administration, maintenance and execution of all account receivable duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in answering telephones, take messages, and direct calls to appropriate employee in a courteous, timely and professional manner as to provide an excellent service image to the caller.
- Continually improve the accounts receivable processes and structure for opening and collection of new and existing accounts.
- File and maintain efficient records for customer accounts and contracts, credit applications, liens, judgements, customer maintenance changes, and tax exempt forms to ensure accurate and complete information.
- Continually improve the AR process through communication and education of department managers on issues having a negative impact on AR efficiencies.
- Post payments promptly to customer accounts reconciling any differences directly with the account holder.
- Process A/R monthly statements and other A/R reports
- Set up new accounts and/or subaccounts with proper credit lines upon completed credit review.
- Review customer account activity with regards to payments adjusting credit lines or credit usage when necessary.
- Enhance and/or develop, implement, and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of AR.
- Balancing cash drawers and making deposits.
- Deliver bank deposit daily.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested by Manager and Corporate Officers.
- Ability to work varied hours/days as business dictates.

QUALIFICATIONS

- **Experience, Competencies and Education**

Bachelor's degree (BS) or equivalent; or five years related A/R experience and/or training; or equivalent combination of education and experience.

Energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image.

Possess sound technical skills, analytical ability, good judgment, and strong operational focus.

Be a well organized and self-directed individual who is a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.

Proficient in use of Microsoft Word, Excel, and Outlook software.

- **Language skills**

Ability to read, analyze and interpret documents relating to operations.

- **Mathematical skills**

Ability to apply basic mathematical concepts related to job. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions, and decimals.

- **Reasoning ability**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

ACCOUNTABILITIES AND MEASURES

- Accuracy
- Prompt data entry
- Organized files
- Timely reports & information
- On time completion of duties

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

SIGNATURES

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Employee Signature

Date

Supervisor Signature

Date