



## **Accounts Receivable Specialist**

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Generate and issue invoices for Milestone Billings, Sales Orders, Boiler Rentals & Field Services, and distribute to customers via email.
- Accurately post customer payments to corresponding invoices in a timely manner.
- Proactively follow up on overdue invoices by contacting customers via phone and email to ascertain the reason for delayed payments and facilitate prompt resolution.
- Collaborate with cross-functional teams to resolve issues related to past-due invoices and collections efforts.
- Organize and lead meetings with management to review aged accounts, discuss collection strategies, and address dispute resolutions.
- Prepare monthly accounts receivable reports to support month-end closing process.
- Conduct reconciliations of various general ledger accounts to ensure accuracy and completeness.
- Maintain and update accounts receivable aging reports, ensuring proper application of credits, collections, and resolution of uncollectible amounts.
- Assist in the continuous improvement of accounts receivable processes to increase efficiency and effectiveness.
- Oversee and ensure accurate sales tax reporting and compliance.
- Adhere to company and department policies and procedures to ensure compliance in all financial transactions and activities.
- Perform other duties and special projects assigned to support the overall objectives of the Accounting Department.
- Availability to work additional hours during month-end close and as needed to meet deadlines.

### **ESSENTIAL JOB QUALIFICATIONS:**

- Strong ability to work independently, effectively prioritize tasks, and manage multiple responsibilities in a fast-paced environment.
- Exceptional analytical and problem-solving skills with a high-level attention to detail.



- Eagerness to learn and adapt to new systems and technologies.
- Excellent interpersonal, verbal, and written communication skills, with the ability to interact effectively with team members and clients.
- Proficient in 10-key data entry by touch.
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel), with strong Excel skills for data analysis and reporting.
- Experience working with NetSuite or other enterprise-level ERP systems.

**REQUIRED EXPERIENCE:**

- High school diploma, GED, or equivalent required.
- Minimum of 1-2 years of experience in accounts receivable, including customer collections.