

Job Description

We are looking for a full-time Accounts Receivable Specialist to help take our company to the next level. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year and become a national leader. The ideal candidate will be a detail-oriented individual with Account Receivable and Collection experience who will take full, extreme ownership of the role for a small to medium size company. The candidate must have knowledge of general accounting principles. This position will report to the Controller.

Essential Duties and Responsibilities:

As an Accounts Receivable Specialist, your primary responsibility will be daily accurate invoicing using multiple platforms specific to customers.

Additional primary responsibilities include:

- Maintain a past due percentage below 35%
- Completing customer lien waivers
- Tracking and resolving outstanding invoice issues
- Weekly aging report in a timely manner
- Initiating bi-weekly AR past due meetings with internal Account Managers and respective teams
- Month end accrual
- Collection calls on routine basis, i.e. daily, weekly
- Conduct customer account research and analysis
- Prepare and maintain various AR reports
- Maintain an accurate aging report
- Identify and execute the necessary process adjustments i.e. credit memos, discounts, etc.
- Send statements as necessary to past due customers
- Reconcile A/R to the GL/internal scheduling program
- Interact with external customers and internal Account Managers to resolve outstanding invoice issues

Additional areas you may be requested to assist with include:

- General ledger accounting
- Preparing journal entries to support the month end close
- Monthly account reconciliations
- Cash flow management as related to DSO (daily sales outstanding) report
- Cross-functional support of other departments
- Special projects as needed
- Assist with external auditor requests
- During audit season (January – March and peak season (August – October) additional hours will be required as needed.

Qualifications:

- Associates degree (A.A) or equivalent from two-year college or technical school or one or more years of related experience and/or training; or equivalent combination of education and experience.
- ERP System experience, SAP a plus
- Proficient with Excel and Outlook
- Highest level of integrity and strong accountability required
- Interest in and passion for sustainability
- Excellent written and oral communication skills
- Ability to work successfully and at a high level of competency with all levels of the organization
- Must have superior people skills with a positive attitude and high energy level
- Must be able to work well in teams
- Excellent time management and attention to detail
- Excellent organization skills

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.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Design** - Generates creative solutions; Demonstrates attention to detail.
- **Problem Solving** - Gathers and analyzes information skillfully.
- **Technical Skills** - Strives to continuously build knowledge and skills.
- **Customer Service** - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Dependability** - Follows instructions, responds to management direction; Keeps commitments.
- **Initiative** - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.