

Job Description: Accounts Receivable Specialist

Summary:

We are seeking a detail-oriented and organized Accounts Receivable Specialist to join our finance team. This role is responsible for generating and issuing invoices, tracking payments, and ensuring timely collections. The ideal candidate will have a strong understanding of billing processes, excellent communication skills, and the ability to work collaboratively across departments.

Responsibilities

- Prepare and issue accurate invoices to customers in accordance with company policies and contractual terms.
- Monitor accounts receivable ledger and follow up on outstanding payments.
- Reconcile customer accounts and resolve any invoicing discrepancies.
- Review tax exemption forms to ensure compliance with company policies and legal requirements.
- Process and apply customer payments, ensuring accurate recordkeeping.
- Collaborate with the sales and customer service teams to address billing inquiries.
- Generate reports on accounts receivable status and aging schedules.
- Maintain organized financial records and ensure compliance with company policies and accounting regulations.

Qualifications and Requirements

- Associate degree in accounting, Finance, or a related field preferred.
- Minimum of 2 years of experience in accounts receivable, invoicing, or a similar role.
- Proficiency in Microsoft Excel.
- Experience with ERP systems (Oracle Netsuite) preferred
- Strong attention to detail and accuracy.
- Excellent communication and problem-solving skills.
- Ability to work independently and manage multiple tasks efficiently.
- Knowledge of financial regulations and best practices related to accounts receivable.