

**Job #0117 | Accounts Receivable Specialist | Flower Mound, TX**

The **Accounts Receivable Specialist** will provide accounting support in both credit/ collections and billing.

**Job Responsibilities:**

- Manage Aging Report for Days in A/R
- Place billing and collection calls
- Research and resolve customer A/R issues
- Posting write-offs and adjustments according to contracts, policies and procedures
- Invoicing and billing both NCC and SAS customers (Job cost billing experience preferred)
- Enter, post and reconcile batches
- Submit invoices into customer invoicing websites
- Submit invoices by electronic data interchange
- Assists in monthly close
- Assist with related special projects as requested
- Helping out in other areas of accounting when need arises
- Cross Training, including documenting processes and procedures of this role in preparation for vacation/absences
- Proficient in data entry and management
- Working knowledge of Microsoft Excel, Word and Outlook features
- Experience on phone dealing with customers using excellent phone etiquette and communication skills
- Flexible work schedule to accommodate daily and month-end deadlines
- Proficient in 10-key and typing skills.

**Qualifications (min. educational and experience qualifications):**

- High school graduate
- Minimal 2-4 years accounts receivable and general accounting experience
- A clear understanding of accounting principles and logic
- Knowledge of Accounts Receivable related to reconciliation and cash applications
- Strong Math Skills

**Key Competencies:**

- Self-Starter
- Ability to “Think Outside of the Box”
- Customer Service Excellence
- Effective and Efficient Work Practices
- Teamwork
- Responsibility
- Dependable
- Career motivation
- Decision making
- Communication
- Leadership