

Job Title: Accounts Receivable Specialist
Employee:
Exempt: No
Job Type: Hourly, Part Time, <30 Hours
Reports to: Finance Director

Summary: Accounts Receivable Specialist takes ownership and responsibility for all invoicing, incoming payment processing, customer account balance resolutions, and bank reconciliations.

Specific Responsibilities and Duties:

Invoicing/Billing

- Receives invoicing notification requests from appropriate dealer staff; utilizes dealer business system to verify invoicing information and produces/prints customer invoices
- Sends invoices to customers in an efficient and documented manner
- Makes sure clients with specialized billing requirements get their invoices timely and correctly
- Fields questions from external customers as well as dealer staff regarding invoicing issues and status; proactivity works to resolve any issues that may exist
- Processes cost adjustments, credits, and/or reversals as required to fix billing errors and balances as necessary

Collections

- Tracks all receivables for payment or delinquency; prints aging reports and distributes to appropriate dealer personnel; follows up weekly on all past due receivables
- Keeps detail history of action taken on all receivables; works closely with customers to get timely payment for delinquent receivables; keeps management informed on status of all receivables
- Works with other dealer staff (sales, customer service, operations, service, etc.) to resolve customer issues that are holding up payment by the customer
- Resolves over/under payments by customers before entering information into business system

Customer Information Management

- Maintains customer credit authorizations, and completes any vendor forms required by the customer
- Sends out credit applications and researches credit worthiness through appropriate credit resources such as D&B; makes calls to references to verify credit worthiness as required
- Maintains sales tax records to ensure proper sales taxes are invoiced and paid
- Ensures customer information is up-to-date (bill to; addresses; billing contact; etc.)

Miscellaneous

- Make bank deposits, process credit card charges, and post in dealer business system
- Reconcile bank accounts on a daily basis
- Assists in the processing of A/R monthly reports, and other accounting tasks as assigned

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