

Job Description:

Accounts Receivable Specialist I - Processing

Exemption Status: Non-Exempt

Position Summary

The Accounts Receivable Specialist I is responsible for accurately processing customer invoices and payments, maintaining receivable records, monitoring outstanding balances, and supporting timely collections. This role works closely with customers and internal teams to resolve billing issues, protect cash flow, and ensure financial records are complete and accurate.

Key Responsibilities

- Enter and process a high volume of customer invoices accurately and on schedule.
- Post and apply customer payments (checks, ACH, credit card, & adjustments to customer accounts).
- Verify invoice details (pricing, quantities, customer data).
- Maintain accurate AR records, billing information, and supporting documentation.
- Research and resolve billing discrepancies, short payments, deductions, and customer inquiries.
- Support documentation and record retention standards.
- Identify and flag discrepancies for escalation
- Generate weekly, monthly, and ad hoc receivables, collections, and cash reports.
- Assist with month-end close, including reconciliations, adjustments, and supporting schedules.
- Maintain organized records and follow internal controls, financial policies, and applicable regulations.

Qualifications

- High school diploma or equivalent required; associate degree in accounting, finance, business, or a related field preferred.
- One to three years of accounts receivable, collections, billing, or general accounting experience preferred.
- Strong numerical accuracy, organization, attention to detail, and time-management skills.
- Ability to manage confidential financial information and meet deadlines with limited supervision.

Preferred Skills

- Proficiency with Microsoft Excel, Outlook, and accounting or ERP software.
- Experience in high-volume processing environments
- Working knowledge of invoicing, payment application, account reconciliation, and collections practices.
- Professional written and verbal communication skills with a customer-service mindset.

Role Scope Clarification

- This is a **transactional role focused on execution**
- No involvement in journal entries or month-end close

Success Factors

- Speed and accuracy of data entry
- Low error rate
- Consistent processing output
- Ability to stay focused on repetitive tasks
- Receivable records and supporting documentation remain complete, organized, and audit-ready.