



Accounts Receivable Specialist

Job Description/Task Requirements

Department: Finance

Reports to: Director of Finance

At Service West, we have a team environment that promotes safety, personal growth, and opportunities for success. Critical to our continued success is hiring team members that are an exceptional fit with our company culture. We hold ourselves to the highest standards of accountability and performance for our management and employee teams and we strive to live up to our Mission Statement and Value Proposition every day.

Mission Statement

At Service West our partnership with our clients is the key to our success. Our goal is to provide the highest quality service, and to become the most respected and the most profitable installation company there is. We will be a place where employees look forward to coming to work, are able to do their best and are rewarded for doing so. We are the standard by which others are judged.

Value Proposition

At Service West, we deliver great quality work and services by anticipating service requirements, proactive planning and problem-solving, communicating professionally, and delivering seamless project execution all while building winning and long-lasting relationships with our customers.

Basic Function

The Accounts Receivable Specialist will be responsible for tracking and resolving outstanding payment issues and generating weekly aging reports in a timely manner. This position requires extensive knowledge with Accounts Receivable and Collections, as well as someone who will take full ownership of the job duties. Job duties include, but are not limited to, cash posting, generating invoices, collections on past due invoices, research and analysis.

Specific Responsibilities and Duties include but are not limited to:

- Process project/storage invoices daily
- Make daily collection calls to clients
- Conduct account research and analysis
- Prepare and maintain various reports
- Maintain an accurate aging report
- Identify and execute the necessary process for adjustments
- Oversee the opening of new accounts and requests for additional credit
- Send statement to outstanding customers
- Interact with customers to resolve outstanding issues
- Process daily cash received and report on over 90 money received

Knowledge/Requirements:

- College Degree in business or a related field preferred
- Unquestioned integrity and the experience, confidence, and stature to effectively address sensitive business issues.
- 3 to 5 years of collection experience
- 3 to 5 years of billing/invoicing experience
- Proficient computer skills and experience with ERP system

- Solid computer skills in MS Windows environment, including MS Office skills (Outlook, Word, Excel and Google Docs)
- Ability to work independently and self-manage multiple priorities
- Must have attention to detail and accuracy
- Problem analysis and problem-solving skills
- Capable of handling stressful situations in a productive and level headed manner
- Able to manage workflow in a fast-paced environment with multiple and sometimes changing priorities.
- Able to perform with a sense of urgency, in a fast-paced environment.
- Exceptional organizational skills
- Excellent oral and written communication skills, including proper email etiquette.
- Excellent team player/facilitator with proven people skills.

***Background check and drug screening required for employment**

****Service West is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.***