

Reports to: Accounting Department Manager

**Position Summary:**

Mid-Atlantic Controls Corporation is seeking an Accounts Receivable Specialist. The Accounts Receivable Specialist is responsible for creating and sending invoices, monthly reporting, keeping meticulous records, collections, and resolving any discrepancies.

**Essential Duties and Responsibilities:**

- Prepare and send invoices on a timely basis.
- Ensure customers are billed correctly for services performed.
- Handle client questions and follow-up on any issues relating to the billing process.
- Coordinate with other departments to ensure the accuracy of billing information.
- Create and maintain client accounts & contracts.
- Create and send lien waivers and other contract required documents.
- Reconcile account discrepancies.
- Track and run monthly reports for progress billings
- Handle daily cash receipts and incoming checks for bank deposits
- Communicate effectively with customers via phone/email and build relationships that provide an amazing customer experience.
- Follow up on outstanding accounts and ensure customer payments are applied and deposited in a timely manner; research and investigate any shortages and create credit memos accordingly
- Prepare reports and file records accurately.
- Assist in ad hoc projects and data entry as needed.

**Knowledge, Skills, and Abilities:**

- HS diploma.
- Minimum of 2 years AR experience, and QuickBooks Desktop.
- Adherence to tight deadlines and quick turnaround for accounting deliverables.
- Ability to effectively present information and respond to questions from management, customers, and associates.
- Strong attention to detail and the ability to provide accurate, thorough, and consistent information when accomplishing a task such as ability to check documents and invoices to ensure accuracy.
- Strong technical skills and proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Incredible customer service skills and the passion to help people by listening intently and resolving their needs in a professional and timely manner.
- Strong organizational skills and the ability to develop and maintain an organized structure.
- Ability to work collaboratively in a dynamic environment where adaptability is imperative.

**Tools of the Trade:**

- Knowledge of accounting software – QuickBooks, Trello, Corrigo, Ariba, eVA
- Intermediate proficiency with a strong emphasis on Microsoft Excel.

- Prior experience in progress billing, government and or construction industry highly preferred.

**Work Environment:**

This is a high-growth, fast-paced small organization.

**Benefits:**

- Health, Dental, Vision
- 401K
- Paid time off
- Paid training

**Physical Setting:**

- Office

**Schedule:**

- Full Time Hourly, Monday to Friday 8:30 – 5:30

**Supplemental Pay:**

**Education:**

- HS Diploma

**Experience:**

- QuickBooks: 2 year (Required)
- Microsoft Excel: 1 year (Required)
- Trello, Corrigo, Ariba, & eVA (Preferred)
- Construction/Government Industry (Preferred)
- Progress Billing (Highly Preferred)

**Work Location:** Richmond VA