



191 High Street, Waltham, MA 02453 • US & Canada: 800.558.5466 • Global: +1.617.787.5575 • NYC TLC Base B02095

---

Job Title: Accounts Receivable Specialist (Full or Part-Time)

Experience: 3-5 years

Salary/Wage: Commensurate with Experience

The successful candidate will be responsible for the following:

- Manage accounts receivable consisting of corporate customer accounts
- Prepare customer invoices and send to customers
- Process, record and apply customer payments
- Prepare bank deposits
- Maintain and update customer and payment files, procedure manuals and documents
- Collect open A/R balances in a timely fashion through written and verbal correspondence
- Investigate and resolve receivable discrepancies on customer accounts
- Provide customer support to clients via phone and email as necessary
- Run weekly, monthly and custom reports as needed
- Report to CFO on an on-going basis as to status of customer accounts
- Work with CFO on managing bad debt and A/R aging
- General support of other accounting staff

Our ideal candidate possesses, but is not limited, to the following:

- 3-5 years Accounts Receivable experience
- Experience with QuickBooks is a must
- Experience with payable systems such as Ariba, Coupa, etc
- Strong customer service skills, including conflict management skills
- Excellent organizational skills and attention to detail
- Strong Excel skills is a must
- Associate or Bachelor degree in business/accounting preferable
- Ability to multi-task