



JOB OPENING: ACCOUNTS RECEIVABLE ADMINISTRATOR - DALLAS, TX

SUMMARY:

The Accounts Receivable Administrator position, is one that would be filled by an individual that is extremely detail-oriented, organized and able to prioritize, as this position is single handedly responsible for all the money coming in. The administrator will be booking and billing all Projects company wide, as well as handle collections and payments.

RESPONSIBILITIES

- Creates projects in accounting database daily.
- Creates and/or consolidates Sales Orders daily based on specifically referenced estimates.
- Generates and updates change orders to current Sales Orders based on specifically referenced estimates.
- Generates and updates Schedule of Values and Payment Application master excel files for all General Contractors' Projects.
- Maintains the Booking Log record for all Projects generated Company wide.
- Updates and maintains customer records and preferences in accounting database.
- Prepares and sends customer invoices daily utilizing different invoice templates based on what is required per Project/Service Request/Customer.
- Utilizes Office tools to prepare payment applications, affidavits, schedules of values and conditional waivers to send along with invoices to General Contractors.
- Reconciles Projects to make sure no billing has been missed.
- Monitors and organizes all booking, billing and AR mailboxes daily and address items in a timely manner.
- Monitors the service department's site daily and prioritize to generate service invoices as marked/requested.
- Utilizes various customers' software sites to upload invoices and send successfully.
- Processes credit card payments after carefully confirming invoice(s) amounts.
- Updates customers' information on our credit card site as needed.
- Reviews account/invoice(s) status and generate either conditional or unconditional waivers to General Contractors' as required/requested.
- Initiates and follows up collections on past-due invoice(s)/accounts and update collections log accordingly.

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RESPONSIBILITIES CONT'D

- Generates and send out monthly statements detailing accounts receivable status to all customers.
- Communicates with customers via phone, email or mail, seldom personally.
- Investigates and resolve customer queries
- Generates reports and statements for internal use as requested.
- Scans, files and logs accounting documents as needed.
- Backs up for closing and inactivating all paid and old Projects in accounting system.
- Backs up for receiving, allocating and posting all ACH payments company wide.
- Backs up for receiving and preparing all companywide check payments for deposit.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook, and Internet Explorer), NetSuite, BlueFolder, Adobe Acrobat, Snag It, and Shortel.

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