

Accounts Receivable Specialist

Location: Ann Arbor

Summary / Objective

The Accounts Receivable Specialist will provide financial, administrative and clerical support by ensuring the company receives payments for services and properly records the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner.

Essential Functions

- Collect on accounts by sending invoice reminders and communication with customers
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software
- Prepare cash and check payments for bank; totaling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify the validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments and customers
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity
- Protect organization's value by keeping information confidential

Competencies

- Ensures compliance with all company policies, procedures and business ethics and ensures that the policies are communicated and implemented within their team
- Knowledge of basic accounting principles
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Effective organizational, communication and time management skills
- Ability to work independently or as a team member
- Excellent customer service

Education and Experience

- High School Diploma or GED; Associates Degree or equivalent from a two year college or technical school preferred
- 1-3 years accounts payables
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Quickbooks experience preferred

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industry. We deliver more than just our services. Our strong drive for building relationships with our client and vendor partners is evident in our business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.

Location Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and Local laws governing nondiscrimination in employment in every location in which the company has facilities.

Applicants must be legally authorized to work in the United States