

## AR COORDINATOR

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The **AR Coordinator** is responsible for, but not limited to, maintaining the accounts receivable for multiple companies in; including credit authorizations, collections and payment application.

### **Major Duties and Responsibilities:**

- Process credit applications and set up new accounts
- Maintain all customer records and accounts, including but not limited to, tax rates, tax exempt status, refunds, finance charges, invoicing and statements
- Customer service for all customer phone, mail and email inquiries, including waiver requests from vendors
- Handle all billing and apply customer cash receipts for multiple companies
- Enter customer orders and any special accounting arrangements
- Maintain current price lists and product coding and hauling rates
- Handles past due collections

### **Required Skill/Knowledge:**

- 5 years accounts receivable experience in high volume environment
- Proficient with Microsoft Suite, i.e., Word, Excel and Outlook
- Previous experience with accounts receivable in a construction environment
- Ability to research items and resolve customer issues