

ENTRY LEVEL ACCOUNTANT

The **Entry Level Accountant** is responsible for, but not limited to, maintaining the accounts receivable for multiple companies including credit authorizations, collections and payment application.

Major Duties and Responsibilities:

- Review large volume of tickets to check pricing and accuracy, before invoicing can be processed
- Process 200+ invoices weekly for multiple companies
- Handle all billing and apply customer cash receipts for multiple companies
- Process credit applications and set up new accounts as necessary
- Maintain all customer records and accounts, including but not limited to, tax rates, tax exempt status, refunds, finance charges, invoicing and statements
- Enter customer orders and any special accounting arrangements
- Customer service for all customer phone, mail and email inquiries, including waiver requests from vendors
- Maintain current price lists and product coding and hauling rates
- Manages past due collections

Required Skill/Knowledge:

- 2 – 4 years accounts receivable experience in high volume environment
- Ability to work in fast-paced environment
- Proficient with Microsoft Suite, i.e., Word, Excel and Outlook
- Ability to research items and resolve customer issues
- Previous experience with accounts receivable in a construction environment a plus