



POSITION DESCRIPTION

Job Title: Accounts Receivable Specialist Exempt
Department name: Finance Non-exempt
Manager: Accounting Supervisor
Work location: Billerica, MA

Job summary

Under the direction of the Accounting Supervisor, the Accounts Receivable (AR) Specialist ensures accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts, including data management, generating invoices, and reconciliation of various accounts.

Essential duties and responsibilities

- Generates invoices for shipment
- Collection on receivables
- Manages daily banking transactions and cash reporting
- Reports on a weekly basis AR collections, bookings, and backlogs
- Reconciliation of intercompany accounts, journal entries, and bank accounts on a monthly basis
- Support finance/accounting audits as needed
- Performs other related duties as assigned

Skills and knowledge

- Excellent time management, interpersonal, written, and verbal communication skills
- Highly organized, multi-tasker and be able to prioritize
- Must have highly analytical skills
- Must be detail oriented
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Knowledge of ERP systems preferably in Epicor

Education and experience

- Associate Degree in Business/Accounting/Finance
- One plus years of general accounting experience