

Accounts Receivable Specialist

Summary

The Accounts Receivable Specialist is the point of contact for all accounts receivable matters. This individual should be prepared for a high volume of time-sensitive invoicing. Much of the invoicing is directed toward internal corporate entities, with limited external billing. This individual should have a strong understanding of internal/intercompany accounts receivable and how they correlate to accounts payable. Strong communication skills both face-to-face and in writing are essential, as the Accounts Receivable Specialist works across all lines of business within the company and interacts with other departments on a regular basis. Additional accounting opportunities exist for the right candidate. This individual may be asked to assist in related accounts payable tasks.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Prepare and enter various types of accounts receivable invoices to internal and external customers
- Maintain and reconcile accurate accounts receivable records, with the ability to identify and resolve potential issues
- Invoice and bill applicable entities for expenses paid by corporate accounts
- Monitor corporate accounts receivable aging reports and reconcile accounts receivable balances
- Assist in resolving inquiries regarding the invoicing and payment process
- Create efficiencies within the accounts receivable function
- Use technology and data analytical skills to enhance and improve the delivery of job responsibilities
- Identify patterns and problem spots and make recommendations to management on areas of improvement
- Collaborate with other departments to ensure accurate reporting
- Communicate effectively, both verbally and in writing
- Perform other duties as assigned

Performance Objectives

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Willingness to learn a variety of concepts, practices, and procedures
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Flexibility in taking on projects
- Perseverance in reconciling historical data
- Timeliness and transactional accuracy

Preferred Knowledge, Skills, Education, and Experience

- 2-4 years of accounts receivable experience
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Excellent interpersonal and communication skills, both written and verbal
- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Proficiency with Microsoft Office products, included advanced skills in Excel
- Bachelor's or associate's degree preferred

Bonus Skill

- Experience with RealPage

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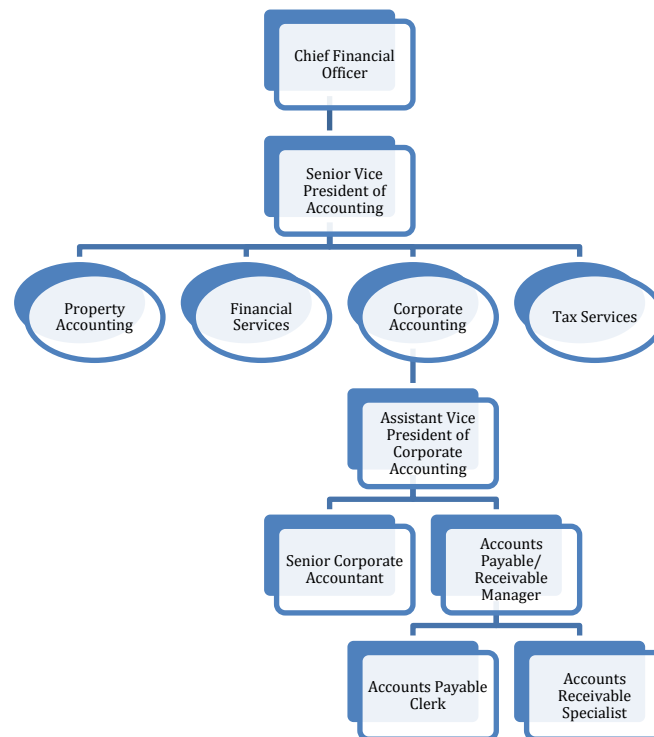
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Work Environment

The Accounts Receivable Specialist works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. This person must be available to work additional hours as needed in busy seasons.

Reporting Structure

The Accounts Receivable Specialist reports to the Accounts Payable/Receivable Manager.

**Physical Requirements**

The physical condition of the Accounts Receivable Specialist must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this position,
please email your resume to hr@crawfordhoying.com**

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