



AR Specialist

Under the direction of the Chief Financial Officer (CFO), the Accounts Receivable Specialist is responsible for helping the Finance department run smoothly by ensuring that daily accounting is resolved in a timely manner.

Work Specifics: Standard, eight (8) hour workday, Monday-Friday, in our corporate office.

Responsibilities may include, but are not limited to:

- Make daily collection calls and emails
- Send outstanding invoices to customers
- Interact with customers to resolve outstanding issues
- Prepare and maintain accurate aging report on time
- Conduct account research and analysis on outstanding invoices
- Apply checks and ACH payment from customers into Quick Book
- Provide financial reports on AR status and cash application to CFO
- Assist to generate invoices to customers from website and Quick Book
- Review accounting documents to ensure accuracy of information and perform financial initiatives and project
- Other duties as assigned

Job Requirements:

- 1-3 years of accounting experience and/or a degree in Accounting or a related field
- Must be computer literate (MS Office, Email and Internet)
- Professional interaction with Third Party Administrators, Insurance Companies, Insurance Adjusters, Nurses, and other medical professionals
- Excellent Written and Oral Communication Skills
- Strong Organization Skills
- High comfort level with office equipment: fax machines, copy machines, and scanners
- Must be Punctual and Dependable
- Must be Accurate and Efficient
- Able to maintain focus and positive attitude in a fast paced environment
- Ability to meet deadlines in a high pressure, time sensitive environment
- Ability to work in an open, high traffic office environment (not easily distracted)
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation
- Must be able to lift up to 25 lbs