

## **JOB DESCRIPTION**

**JOB TITLE:** ACCOUNTS RECEIVABLE SPECIALIST

**PURPOSE:** Primarily responsible for performing all project setup, invoicing, work-in-progress (WIP) oversight, maintenance of project billing files, and A/R collection functions for the firm

**REPORTS TO:** VP of Finance and Administration

**EMPLOYMENT STATUS:** Regular, Full-Time, At Will, Non-Exempt

### **REQUIREMENTS:**

- 3+ years Accounts Receivable experience, including contract review, project setup, invoicing, work in progress, client relationships, and collections
- Proficient working with accounting software and Microsoft Office software (Excel, Word, Outlook) Experience with Ajera a plus
- Strong Excel spreadsheet skills
- Accounts Receivable experience working for an engineering or architectural firm
- Excellent verbal and written communication skills
- Proven team skills that foster & maintain mutually-supportive working relationships both inside and outside the company

### **KEY ACCOUNTABILITIES:**

1. Accurately bill all projects in a timely manner to minimize work-in-process (WIP) and maintain a positive cash flow
2. Maintain a mutually-supportive working relationship with clients and NWESI Management, Project Managers, and accounting staff (in the main office, subsidiaries, and worksite locations)
3. Develop and maintain all back up in support of client invoices
4. Maintain project billing files, master contract files, and other files, as needed.
5. Coordinate closely with Project Managers and the accounting staff to insure accurate input of personnel time and expenses toward projects
6. Review contracts, project quotes, and rate schedules to insure accurate project set up in the accounting system
7. Regularly review accounting data and reports for accuracy
8. Track and review potential project WIP and A/R write-offs with management
9. Provide input and advice on ways to improve, modify, or increase efficiency of the accounting system and process.
10. Provide specific reports to Project Managers and company management on a regular basis, or as needed.
11. Provide backup reception coverage
12. Make collection calls when appropriate
13. Other duties as assigned