



Accounts Payable Data Entry & Accounts Receivable Collections Specialist

Position Overview: This is a dual position for A/P and A/R collections. A/P responsibilities include timely and accurate data entry of vendor invoices, vendor account reconciliations and serve as the primary contact for accounts payable questions and needs. A/R responsibilities include working closely with the accounting team, sales, managers, and service coordinators, to recover debt while maintaining good client relations.

Job Duties and Responsibilities – A/P

- Retrieve documents from A/P e-mail address
- Enter invoices into Accounting software on workflow fly sheet
- Code invoices to proper purchase type
- Adjust sales tax or accrue sales tax as needed on each invoice
- Distribute invoices to correct manager for approval
- Enter invoices into Service software
- Respond to internal and external requests for payment information
- Resolve Vendor issues
- Reconcile Vendor statements

Job Duties and Responsibilities – A/R Collections

- Identify past due accounts for three branches of Service Department
- Run reports and contact clients via phone and e-mail to discuss past due invoices
- Resolve service-related complaints and issues by working with Managers
- Process invoice adjustments when necessary to secure payment
- Process credit card payments and assist with reconciliation of ACH payments
- Work with Accounting to resolve misapplication of payments
- Determine when to send a collection letter or send account to collections
- Maintain database of client contact information and record of all communication
- Ability to conduct research and review financial reports to discover discrepancies

Additional Duties not Previously Mentioned

- Answer Phones
- This is a new position for NMSI and additional responsibilities may be added

Minimum Qualifications

This position requires a high school diploma, data entry, knowledge of accounts payable and accounts receivable, sales tax, Excel, 10-key adding machine and general office equipment skills as well as excellent telephone and organizational skills. Preferred candidates will have 1-3 years of accounting experience and the ability to learn and use multiple software packages.

Please forward your resume to careers@northmechanical.com