

Accounts Receivable Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$27.71 to \$32.09 hourly

Employment status: Contract / Temporary to Hire

Description

RH is looking to help a client based out of Waltham MA on a temp to perm basis. This is a hybrid role and is available asap. Must have 2+ years of AR experience for this role. Please see below for the responsibilities.

- Prepare and issue invoices to customers or clients in compliance with company policies and regulatory requirements.
- Monitor and track customer payments, ensuring they are received on time and posted accurately in the accounting system.
- Contact customers with outstanding balances to follow up on overdue payments and resolve any payment issues.
- Reconcile accounts receivable records with financial statements to ensure accuracy and completeness.
- Maintain organized and up-to-date records of all AR transactions, including customer communication and payment history.
- Investigate and resolve discrepancies or disputes related to invoices and payments, working closely with internal teams and customers.
- Generate and analyze accounts receivable aging reports to identify delinquent accounts and take appropriate actions.
- Build and maintain positive relationships with customers while addressing their AR-related inquiries or concerns.
- Ensure compliance with accounting standards, industry regulations, and company policies related to accounts receivable.

Requirements

Accounts Receivable (AR), Oracle, QuickBooks, Collecting Payments, Overdue Payments

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This Job Posting will expire in 10 days.