



We're Hiring!

Date: March 2021

Job Description: Accounts Receivable Specialist I

Reports To: Vice President of Credit

Accounts Receivable Specialist I is primarily responsible for maintaining accounts receivable records and ensuring the timely collection of accounts. As a part of accounts receivable management, the specialist will issue monthly statements to customers; perform various post-purchase verification protocols; and support clients in managing their accounts.

RELATIONSHIP RESPONSIBILITIES

- **MANAGER:** Vice President of Credit
- **EXTERNAL RELATIONSHIPS:** Clients and Customers
- **INTERNAL RELATIONSHIPS:** Credit Management Team, Support Team, Payments Team

RESPONSIBILITIES

- Accounts Receivable management, including monthly statements
- Internal reporting on key A/R metrics
- Collection activities and protocols per the Operations Manual
- Documentation of all collection efforts and customer interactions
- Post-purchase verification and documentation per the Operations manual
- Client support with invoicing and related matters
- Proactive management of the A/R portfolio

COMPETENCIES

- High accountability and ownership of responsibilities
- Capacity to identify tasks and necessary resources with strong follow through
- Organization skills, accuracy and attention to detail
- Excellent customer service attitude
- Strong interpersonal and communication skills (written and verbal)
- Ability to maintain professionalism under pressure
- Capable of problem-solving and demonstrating situational judgment
- Moderate to high degree of familiarity with Excel and other financial software

Job Type: Full-time

Benefits:

- Health Insurance
- Paid Time Off

Schedule: Monday to Friday

Company's Website: www.NOWCorp.com

COVID-19 Considerations: We are looking for people to join our team remotely from a home office in Atlanta, GA. We are currently planning to return to an office space in late 2021.