

Accounts Receivable Specialist

Canton, GA

The Company:

We are a rapidly-growing construction company offering services to Residential Builders in the Southeast. Our services include erosion control, landscape install, irrigation install, pressure washing, and sewer cameras. With nearly 20 years in the industry, we maintain a strong network within Metro Atlanta, obtaining business from some of the largest home builders in the nation. Our clients depend, and rely on us to deliver unbeatable service, which contributes to our growth as a team and as a company.

The Role:

This is on a contract-to-hire basis beginning with a 30-60 day trial period. The ideal Accounts Receivable Specialist will have strong organizational skills, be a self-starter and feel comfortable working independently. He/She should also have a sense of urgency with regards to billing and accounts receivable, all while maintaining positive relationships with our clients and their employees. We will rely on this individual to take charge and be responsible for many different tasks, including but not limited to:

- Tracking/Reconciling Accounts Receivable on a daily basis, minimizing past due collections as much as possible
- Ensuring the smooth and adequate flow of information within the company to facilitate other business operations
- Help complete Daily Logs of work completed by team members
- Help bill clients based on data in the Daily Logs
- Auxiliary administrative support as needed by our Office Manager

To be successful you'll need:

- 5+ years of relevant experience, particularly with Accounts Receivable and/or Collections
- Intermediate ability with Microsoft Excel
- Intermediate ability with Quickbooks
- Excellent critical thinking skills, with the ability to break down ambiguous problems into concrete solutions
- Strong Leadership and interpersonal skills
- Comfort with, and ability to operate in an aggressive, high-volume and accelerated environment

Benefits:

- Contract Pay negotiable for the right candidate
- Bonus Opportunities based on performance
- Health/Dental/Vision Coverage available
- Growth Opportunities

To apply please email your resume to Erin Iacomi at maxwellconstructionerin@gmail.com