

Accounts Receivable and Collections Specialist

- *Millington, TN, USA*
- *21.00 per hour Salary depends on experience, skills and education*
- *Hourly*
- *Full Time*
- *medical, dental, vision, 401K and other ancillary benefits*

Do you thrive in a fast-paced environment in a growing organization? This great opportunity for the right candidate is based in Millington, TN. Get to be part of a dynamic team that is energized by supporting our internal and external customers.

Job Duties:

- Manage and post payments against customer accounts
- Partner with operations and sales to identify issues and resolve disputes
- Demonstrate excellent attention to detail, problem-solving, and customer service
- Provide input on streamlining and improving the AR process
- Perform standard accounting cash management, credit processing, and sales tax exempt certificate processing
- Create weekly A/R aging and collection attempts reports for management
- Drive cash flow in the organization through collection efforts

Requirements:

- 3+ years' experience in Customer Service with a focus on Accounts Receivable & Collections in a multi-location and multi-department environment. Experience with job costing preferred.
- High degree of excel skills with focus on KPI, metric tracking, and management reporting.
- Strong written and verbal communication skills.
- Passionate problem-solver, detective, and relationship builder.

To Apply: <https://gohispeed.itnhire.com/jobs/1113770>