

Accounts Receivable Comptroller

Position Summary

Provide accounts receivable services to Antares Information Technology Solution and its clients. These services include the collection of billable materials and invoicing clients on a regular basis. This includes weekly help desk reconciliation, random job completion and monthly/quarterly/annual service contract billings. Communicate with clients regarding unsettled accounts and manage collectible services for some grossly overdue accounts. Some paperwork administration and processing based on accounting procedures. Answer phone calls and emails from Antares Information Technology Clients. Work with accounts payable employee to negotiate payments and resolve any purchasing and invoicing discrepancies. Take direction from president or executive vice-president regarding any ancillary tasks to be completed.

Essential Functions

- Receive and process random job timesheets into invoicing for clients.
- Process credit memo and statements for clients.
- Weekly reconciliation of help desk records to invoicing for clients.
- Monthly service contract invoicing for clients.
- Provide written and oral communications with clients regarding any billing issues and elevate to technician or management as necessary.
- Communicate overdue accounts with clients.
- Negotiate collections services with accounts that are grossly overdue.
- Assist with applying credit and payments to client invoices with accounts payable employee.
- Update internal billing tracking system for client billings.
- Provide reports from accounting system as requested by management or required.
- Take direction from management and provide requested reporting or information as requested.
- Develop and maintain courteous and professional relationships with clients in a multi-vendor environment.
- Prioritize and manage outstanding projects.
- Report activities to president.

Qualifications

- High School Diploma or GED educational requirement
- One or more years of experience with administrative accounting duties
- "Power User" proficiency of Windows operating systems and Microsoft Office
- Experience with Intuit QuickBooks preferred but not required
- Demonstrated business, analytical, written and oral communication skillsets
- Self-motivated and works well in groups
- Organization skills
- Reliable transportation

