

Accounts Receivable Clerk

Welch and Rushe is looking for a skilled Accounts Receivable Clerk to perform full-cycle AR functions. The Accounts Receivable Clerk will assist in ensuring that the company receives payment for goods and services offered to clients. This person should possess the knowledge and experience to ensure timely and accurate billings, collections, and application of cash receipts. Experience in construction accounting is preferred.

Duties/Responsibilities:

- Job/Contract setup into Sage 300 CRE.
- Change order review and entry into Sage 300 CRE.
- Schedule of values entry into Sage 300 CRE.
- Code, apply, and post daily cash receipts.
- Maintain and update customer files, including name or address changes.
- Creates weekly AR Aging reports and contact contractors to request payment on all invoices aging at 60+ days.
- Create bi-weekly AR Aging reports to distribute to Project Managers, to include notes with all collection efforts to date.
- Generate monthly billing worksheets to distribute to Project Managers.
- Create invoices according to AIA standards; submit invoices to customers.
- Review and prepare lien releases for signature.
- Prepare and obtain lower tier lien releases, as required.
- Sort monthly WIP reports (PDF).
- Manage monthly jobs to close process for all construction division sold jobs.
- Research and resolve account value discrepancies promptly with customers.
- Assist Accounting Manager in reconciling accounts each month in preparation for monthly GL close.
- Assist Accounting Manager in monthly review/reconciliation of change orders and subcontractor commitments (on WIP reports).
- Collaborate with the President to determine annual write-offs for balances that are determined uncollectible.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- SAGE 300 CRE experience is a plus, but not required.
- AIA Invoicing
- Job Cost
- GL Reconciliation
- Release of Liens
- Proficient in PDF documents (editing, commenting, flattening, etc.)
- **Proficient** in Microsoft Excel
- Collections, to include familiarity with standard construction contract payment terms and processes.
- Ability to perform research to identify and resolve discrepancies.
- Excellent verbal and written communication skills.
- Ability to multi-task.
- Ability to work independently and in a fast-paced environment.

- Excellent organizational skills, high degree of accuracy and attention to detail.