



JOB DESCRIPTION

Job Title: Accounts Receivable and Invoicing Specialist

Facility: Brooklyn Park

Department: Accounting

Reports to: Controller

SUMMARY

The Accounts Receivable and Invoicing Specialist ensures accurate and timely invoicing, manages accounts receivable, and supports cash application processes. This role requires strong analytical skills, attention to detail, and effective communication to maintain financial accuracy and positive customer relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Invoice Management: Prepare, review, and finalize customer invoices; ensure compliance with tax regulations and internal standards
- Postage Billing: Generate and process postage invoices in coordination with Customer Service
- Accounts Receivable Oversight: Monitor aging reports, perform collection activities, and resolve payment discrepancies
- Cash Application: Process customer payments, apply daily receipts, and reconcile deposits
- Data Accuracy: Validate job logs for labor and material costs; review and post production employee timecards to ensure accurate labor reporting

CORE COMPETENCIES

- Attention to Detail: Maintains accuracy in invoicing and financial records
- Analytical Thinking: Identifies discrepancies and resolves issues efficiently
- Communication Skills: Effectively interacts with internal teams and external customers
- Time Management: Prioritizes tasks to meet deadlines in a fast-paced environment
- Technical Proficiency: Skilled in Microsoft Excel and accounting systems

QUALIFICATIONS

- Associate degree in Accounting or Business, or equivalent experience
- Experience in accounts receivable and invoicing processes
- Strong organizational and problem-solving skills

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer
- Frequent walking & standing
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)