



## ACCOUNTS RECEIVABLE CLERK

### *Scope*

This is a part time non-exempt position responsible for providing accounts receivable and collection functions within *L&L Contractors*. This function will be hands-on accounting activities and shall collaborate with the team by maintaining strong relationships with both internal and external clients contributing to the overall success of *L&L Contractors, LLC* while adhering to its mission.

### *Responsibilities*

- Maintain the daily tasks and duties of the required assigned function requirements.
- Monitor and Manage the accounting email.
- Invoice Clients for work completed based on the information provided by the Project Managers.
- Post Clients invoices in Buildertrend and QuickBooks.
- Receive ACH payments and post in Buildertrend and QuickBooks as they are received.
- Monitor the check box daily, and receipt them in Buildertrend and QuickBooks.
- Process and send clients receipts for payments received.
- Follow-up and make collection calls to secure payments.
- Scan project files into their electronic folders and store on the server.
- Shall serve as backup to the Accounts Payable Specialist.

### *Other Duties*

- Perform all other duties as needed or requested to ensure the overall success of *L&L Contractors*.

### *Qualifications:*

#### *Education*

Required: Principles of Accounting II (ACTG 2120/2125)

Preferred: Accounting Systems (ACTG 4510/5510)

#### *Skills, Knowledge and Abilities*

- Results-oriented, multi-tasking, with excellent problem-solving skills.
- Ability to lead and handle multiple projects in a fast-paced environment.
- Proficient in Microsoft office suite and QuickBooks software.
- Excellent communicator with good management and organizational skills.
- Managed all aspects of accounts receivable.
- The ability to work well with others, and address situations as they arise in a professional calm and diplomatic manner.
- Effective verbal and written communication.
- Ability to prioritize multiple projects and maintain strict deadlines.
- Ability to work in a team environment.
- Self-starter with the ability to function with minimal supervision and handle a busy working environment.
- Strong ability to work with all levels of the organization.

- Strong work ethic and a high level of integrity.
- Strong interpersonal and customer service skills required.

#### *Competencies*

Personal Effectiveness, Accounts Receivable, Managing Processes, Coordination and Attention to Detail, Understanding of Internal and External Customer Relationships, Team Adaptability, Organization and Planning.

#### *Work Environment*

This function will be exposed to varying temperatures and weather conditions, hot, cold, wet, and humid depending on the day's activities. The majority of the time will be in an office setting sitting and working on a computer.

#### *Physical Demands*

This function must have a full range of bodily motion such as standing, sitting, walking, stooping, bending, reaching, typing, grasping, climbing and descending stairs, and the ability to carry up to 30 pounds, and assisted safe lifting of larger items.

#### *Mental*

This position requires analytical reasoning, critical thinking, and the ability to calmly and professionally reason to deal with problems involving simple and concrete variables. Language requirements must be able to communicate clearly at all business levels.

#### *Position Type/Expected Hours of Work*

This is a part time non-exempt position, must be able to maintain consistent hours between 8:00AM to 5:00PM Monday to Thursday and 8:00AM to 3:00PM on Friday.

#### *Travel:*

This position will require minimal travel within *L & L Contractors* service areas as deemed appropriate.