



### **Company Information:**

Randall Brothers, LLC serves the Metro Atlanta and surrounding communities with building materials and specialty items. We are currently expanding and considered by many to be the industry leader that is focused on growth while aligning with our customers in order to accommodate their future building materials needs throughout the Atlanta and surrounding Markets.

### **Job Description:**

Due to this growth and standing, we rely on a meticulous system to help drive business forward. The experienced analytical Accounts Receivable Specialist we are seeking will assist our accounting department as it receives, processes, and collects on materials sold or services rendered. The ideal candidate will be well-versed in qualifying new credit applications, setting up new customer accounts, and the timely collection of payments. The goal is to ensure all support activities are carried out efficiently and effectively to allow the other operations to function properly.

**Job Title:** Accounts Receivable Specialist

**Compensation:** \$50k - \$55k

**Immediate Supervisor:** Director of Credit

### **Position Responsibilities:**

- Access the creditworthiness of current and prospective clients
- Set up new customer accounts and collect all relevant documentation
- Post and apply receipts of customer payments
- Research and resolve account discrepancies
- Identify slow paying customer
- Monitor customer account details for non-payments, delayed payments, and other irregularities
- Monitor and maintain purchase order customers
- Interact with Customers and Sales team to resolve discrepancies
- Assist and answer any billing questions that customer might have
- Communicate, investigate and resolve customer queries via phone and emails
- Handle invoicing and billing related mail
- Research, understand and process adjustments
- Perform daily reconciliation of payments and customer accounts
- Maintain conversations and commitments in customer records
- Maintain accounts receivable files and records
- Assist the Credit Director with other duties as assigned

**Education:**

- High School Diploma or Equivalent

**Experience:**

- 5+ years of proven A/R, Credit and Collections skills
- Experience in the construction/building supply industry an asset but not required

**Skills, Knowledge & Abilities:**

- Strong attention to detail and the ability to detect errors and discrepancies
- High level of accuracy, efficiency, and accountability
- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- Ability to work independently as well as in a team environment
- A team player with leadership skills
- Ability to build relationships with customers and internal departments
- Professional ethics to handle confidential information
- Basic accounting knowledge
- Computer skills – proficient in Office 365 with Word, Excel, and Outlook
- Excellent oral communication and reporting skills
- Ability to handle conflict and constructive criticism
- Problem solving skills
- Time management skills
- Leadership and customer service skills
- Ability to multi-task

**Physical Demands:**

- Must pass drug test and background check

**Environment and Physical Working Conditions:**

- Office work with occasional office supplies lifting

**License or Certification:** None

**Special Requirements:** None