ACCOUNTS RECEIVABLE CLERK

FCN Inc., is a full service solutions provider serving the Federal Government worldwide. We provide high quality engineering services, networking services, storage solutions, IT disaster recovery solutions, enterprise application development consultation services and products vital to the operations of the Federal Government.

Job Description:

The key role of an employee who works as an Accounts Receivable Department is to ensure that FCN Inc. receives payments for goods and services, and records these transactions accordingly. Accounts Receivable will secure revenue by verifying and posting receipts and resolving any discrepancies. This role requires the candidate to be organized and have a keen eye for detail to spot any issues that may arise.

Responsibilities include (but not limited to):

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries **inquiries?**
- Assisting in general financial management and analysis
- Collections
- As assigned by the Controller

Requirements:

- Bachelor's Degree or equivalent work experience.
- 3+ years relevant work experience in one or more of the following areas: accounting, billing and collections
- Proficient with Microsoft Office Suite of products including, but not limited to Excel and Word
- Understanding of the billing, credit, collections, and customer service activities, generally accepted accounting principles, and internal accounting controls
- Proficient in QuickBooks
- Demonstrates strong organizational and interpersonal communication skills. Must be detail oriented.

What to do:

If you are interested in taking the next step in growing your career, please contact us so we can discuss this great opportunity. hrgroup@fcnit.com

EOE/AA