

KPost: Accounts Receivable Specialist Job Posting

The role of this position is to track accounts receivables and collections for service and project departments.

- Generate invoices for clients in a timely, accurate, and thorough manner.
- Collect on past due invoices.
- Perform deposits and credit card transactions
- Work with Service and Project Departments to achieve company revenue, expense, and profit goals.
- Obtain Certificates of Insurance (COI) and tax certificates from customers.
- Import invoices into Sage 300 daily.
- Perform credit applications as needed.
- Understand lien rights and waivers.
- Provide job closeout documents. (Warranties, lien releases, etc.)



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