



Do you thrive in an environment with challenging work? Do you like the idea of helping an endeavor reach its full potential? We're a growing sales and distributor company representing major HVAC equipment manufacturers. 150 employees + with office locations in Orange, San Diego, and Hawaii. We offer an excellent benefit package, competitive salary, and a great family atmosphere.

We are searching for an Accounts Receivable Specialist. This position will be based at our company headquarters in Orange, California. The successful candidate will have at least 2-4 years of experience in Accounts Receivable. The ability to communicate well and work with sales staff is essential, as this position will interact daily with our sales team. We use NetSuite and prefer a candidate who has at least one year of NetSuite experience. Experience with a similar ERP system will be considered (not QuickBooks). This position will report to the Controller.

The Accounts Receivable Specialist is responsible for the following job duties:

- Creating invoices for our customers.
- Reaching out to customers to ensure they have copies of open invoices.
- Working with Credit Manager on acquiring job information for pre-liens.
- Entering job data into 3rd party software for 20-day notices to be sent.
- Making collection calls upon request by credit manager.

Experience:

- Minimum 2 years' Accounts Receivable knowledge and experience required.
- Must have excellent customer facing soft skills to interact with both internal customers and vendors.
- NetSuite experience is a big plus.

Critical Skill Set:

- Strong attention to detail.
- Understand importance of self-audit and accuracy.
- Excellent customer service & problem-solving skills.
- Self-motivated and good time management skills.
- Proficient in Excel and Microsoft Word.

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

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