



### **Accounts Receivable Assistant**

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 Assistant. This position will be based at our company headquarters in Orange, California. The successful candidate will be motivated to learn and have excellent communication skills and desire to work with sales staff, as this position will interact daily with our sales team. We use NetSuite and prefer a candidate who is tech savvy. This position will report to the Controller.

The Accounts Receivable Assistant 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 3<sup>rd</sup> party software for 20-day notices to be sent.
- Making collection calls upon request by credit manager.

#### **Experience:**

- AR experience is not required, we will train you.
- Must have excellent customer facing soft skills to interact with both internal customers and vendors verbally and in email.
- This is an entry-level position. We prefer a candidate who has an Associates Degree, Bachelors Degree or some experience can be substituted for education.

#### **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.