

<b>Title:</b> Accounts Receivable Processor	<b>Full-Time Hours:</b> 7/8:00 am – 4/5:00 pm
<b>Objective</b>	<b>FLSA Status:</b> Non – Exempt/Hourly
Includes the following. Other duties may be assigned to meet business needs.	
<b>Responsibilities</b>	
<p>Weekly aged receivables sheet</p> <p>Collect monies due</p> <p>Call/Communicate on a daily basis with General Contractors</p> <p>Contact vendor for releases</p> <p>Verify payment &amp; performance bond has been billed and paid by General Contractor</p> <p>Schedule Admin. A/P for payment weekly. (trucks, cars, utilities, etc...)</p> <p>Fax and mail releases to customers for payment</p> <p>Union reporting on a monthly basis</p> <p>Union travel dues</p> <p>Code checks for posting</p>	
<b>Requirements</b>	
<p>Associate degree; or equivalent from a two-year college or technical school; or six months or more related experience and/or training; or equivalent combination of education and experience.</p> <p>Detailed oriented.</p> <p>Good with basic math.</p> <p>Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.</p> <p>Knowledge of MS Office (Word, Excel, Outlook)</p> <p>Ability to work independently on assigned tasks as well as to accept direction on given assignments.</p> <p>Able to work collectively with the all team associates.</p> <p><i>The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.</i></p>	