

## Accounts Receivable Clerk

### Reports to Accounting Manager

### Market Title: Accounts Receivable Clerk

#### Job Purpose

The Accounts Receivable (AR) Clerk will support the Accounting Manager in the accounts receivable and general accounting duties for the firm. This position includes all aspects of AR from project billing to recording client payments.

#### Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Ensure contracts are in place and fees are correct
- Prepare billings/invoicing on projects at the appropriate intervals
- Project set-up and reconciliation from start to closeout
- Set up consultants on projects related to services, and obtain necessary required documents including W-9, COI, Contract, etc.
- Verify and post client payments and transactions related to accounts receivable
- Assist in contacting clients monthly on outstanding account balances
- Assist in reconciling revenue accounts each month
- Copies, files, and retrieves materials for accounts receivable as needed
- Relays changes of information to appropriate project manager/team lead
- Assist in general accounting such as payroll processing or accounts payable transactions as needed

#### Qualifications

The following qualifications are requirements of the position:

- Accounting degree with a minimum of 2 years' experience or 5 years of accounting/bookkeeping experience. AR management experience is a must.
- Experience specific to the Architecture and Engineering profession is preferred
- Familiarity with basic Corporate Accounting principles
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook) as well as accounting software experience
- Ability to anticipate work needs and interact professionally with clients/consultants
- Excellent interpersonal and communication skills

#### Physical Requirements

None