

Position Title: Accounts Receivable/Payable Specialist
Experience: 1-3 years
Status: Full Time Employee, Hybrid (In-Office/Remote)
Job Location: Arlington, Virginia
Business Hours: 9:00-5:30 M-F
Start Date: Immediately
Salary: Commensurate with Experience

The Accounts Receivable/Payable Specialist works directly with the Director of Operations to ensure accurate and timely accounting of the company's accounting transactions.

Accounts Payable Duties

Manage outgoing bills and invoices on behalf of the company. These bills might include utility payments, product or inventory invoices, employee expense accounts and reimbursements. Some of the other specific duties associated with this position include:

- Updating and maintaining records/bills of contractor and employee expenditures
- Sending out weekly payments to vendors
- Responding to vendor invoices
- Ensuring that all payments are made in accordance with company policy
- Ensuring that all payments are sent on time
- Resolving payment discrepancies and disputes on behalf of the company
- Entering company credit card transactions and compiling receipts for all transactions

Accounts Receivable Duties

Manage incoming payments on behalf of the company by performing the following tasks:

- Preparing and mailing invoices to customers
- Posting payments to customer accounts
- Organizing and filing deposit receipts as invoices are paid
- Preparing reports on delinquent accounts and customer payment profiles
 - Organizing a recovery system and initiate collection efforts
- Follow up, collection and allocation of payments
- Monitoring customer account details for non payments, delayed payments and other irregularities
- Carry out billing, collection, and reporting activities according to specific deadlines
- Analyzing financial records for accuracy
- Maintain up-to-date billing system
- Maintain accounts receivable customer files including current W9 on file for each vendor/contractor



- Follow established procedures for processing receipts, cash, etc
- Investigate and resolve customer queries
- Process adjustments
- Communicating with customers via phone, email, mail or personally
- Work with third-party accounting firm to complete monthly reconciliations of all accounts

Other responsibilities to include, but not limited to:

- Complete reports for CEO to include customer details, expense reports for each department using QuickBooks
- Ensure Monday.com is up-to-date on a daily basis in regards to client invoicing
- Special projects assigned by CEO or Director of Operations
- Assist the Administrative Department with deliverables, if necessary, including proofing and sending deliverables (i.e., word/pdf reports) via email to the clients

Benefits

Health/Vision Insurance, Dental Insurance, Long-Term Disability Insurance, Whole Life Insurance, Flexible Spending Account (FSA), Paid Parking or Metro benefits, Paid-Time-Off (PTO), Personal Leave, 401K participation with company matching contribution