



Advanced Rehabilitation Technology is seeking an organized and detail-oriented **Accounts Receivable Coordinator** to join our team! In this role, you will be at the forefront of managing and overseeing the accounts receivable processes, ensuring timely collection of payments and accurate invoicing. Your efforts will be key to supporting our cash flow and maintaining financial accuracy, while collaborating with various departments to resolve customer account issues efficiently.

Key Responsibilities:

- Prepare, review, and send invoices to customers on a timely basis.
- Ensure invoices are accurate, applying the correct discounts, taxes, and terms.
- Maintain records of all invoices and track payment statuses.
- Monitor accounts receivable aging reports and follow up on overdue payments.
- Resolve payment discrepancies with customers through phone, email, or mail communication.
- Maintain detailed records of customer accounts, payment history, and communication logs.
- Assist in preparing financial reports and audits related to accounts receivable.
- Collaborate with sales and customer service teams to resolve account disputes.
- Perform various clerical functions, including data entry, filing, and preparing reports.
- Follow organizational policies, including the Entertainment, Gifts, Favors, and Gratuities policy.
- Ensure regular attendance and completion of other tasks as required.

Knowledge, Skills, and Abilities:

- Strong accounting knowledge with high accuracy and confidentiality.
- Proficiency with Microsoft Office (Excel, Word) for preparing reports and analysis.
- Familiarity with Foundation accounting software for development/construction.
- Ability to manage conflict and problem-solve.
- Excellent communication skills, both oral and written.
- Ability to work effectively with a diverse team, clients, and contractors.
- Strong attention to detail and ability to follow instructions and procedures.

Education and Experience:

- Minimum of a high school diploma; 5+ years of hands-on accounting experience.
- An equivalent combination of education and experience will be considered.
- Valid driver's license required.

Position Type and Hours:

- Full-time position, Monday to Friday during normal office hours.

Why Join Us?

- Competitive salary and benefits package.
- Collaborative and supportive team environment.
- Opportunities for career growth and development.

If you're a proactive and detail-oriented professional ready to make an impact in a growing company, we want to hear from you!