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# Accounts Receivable Manager

## Job Responsibilities

### *Invoicing*

- Work with project managers to produce and distribute invoices
- Generate Work in Progress (WIP) reports
- Track billed and unbilled projects

### *Customer Payments*

- Process and post customer payments (check, ACH, or credit card) into bookkeeping system

### *Sales Tax*

- Prepare and file sales tax returns for WA, CA and other states as needed

### *Expenses*

- Prepare expense reports
- Request and follow up with obtaining expense receipts that are past due

### *Credit cards*

- Process employee credit card receipts
- Allocate receipts to correct account and enter into bookkeeping system
- Reconcile credit card statements

### *Time Tracking Software*

- Manage time-entry software
- Create new customer and project entrees

### *General*

- Create, maintain, and follow work instructions pertaining to position
- Provide backup for accounts payable, payroll, and tax report preparation
- Provide courteous, timely, and accurate customer support to internal and external customers
- All other duties as assigned to allow engineering and administrative staff to focus on their duties
- Full-time position of 40 hours a week
- The Accounts Receivable Manager position reports to the Accounting Manager

## Requirements

- Degree in related field or equivalent experience
- Experience performing similar duties in an office environment
- Knowledge of generally accepted principles of accounting
- Strong computer skills
- Ability to communicate and work well with people
- Solid organizational skills
- Attention to detail
- Non-Smoker

## Preferred

- Degree in Accounting
- Knowledge of corporate tax filings
- Experience with MS Excel, MS Word, MS Outlook, QuickBooks
- 5 or more years' experience performing similar duties in an office environment
- Customer Service Experience
- Problem solving skills

RAI does not employ individuals who smoke. The RAI no-smoking policy is to protect the health of all RAI employees, to maintain the best health insurance benefits, and to minimize loss of productivity due to smoking-related illness. RAI maintains a smoke-free workplace. A non-smoker is an individual who has not smoked for at least six months prior to accepting employment at RAI.