

# JOB DESCRIPTION

**DEPARTMENT:** Finance

**MANAGER:** Jill McCoskey / Director of Finance

**JOB TITLE:** Accounts Receivable Specialist

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## COMPANY OVERVIEW

Established in 1993, [Creative Materials Corporation](#) supplies surface materials such as tile, resilient flooring, pavers and setting materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides architecture firms, developers, and corporate multi-unit brands through product specification and the successful supply of materials. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service.

## COMPANY VISION

To set a new standard for partnering with surface material suppliers on commercial projects.

## COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

## COMPANY CORE VALUES

- *One culture, aligned around the same vision, living by the same values. We trust one another to do our part as a team to make each project successful.*
- *We recognize that successful business outcomes require successful people outcomes. Our priority is to be people helping people.*
- *We are a service company that happens to sell products. It is how we apply thoughtfulness and problem solving to help clients achieve the best outcomes possible that sets us apart.*
- *In a rapidly changing world, what worked yesterday may not be effective today. We challenge the status quo, encourage innovation, and aspire to set new standards of how value can be offered to our clients.*

## LOCATION

Position is based in Creative Materials' corporate headquarters located in Albany, NY.

## **SUMMARY**

This position reports to the Director of Finance and is responsible for ensuring the company receives payment for goods and services offered to clients. We are looking for a reliable and experienced professional who is a team player and can work independently on assigned tasks.

## **RESPONSIBILITIES**

- Posts customer payments by recording cash, check, and credit card transactions daily.
- Verifies validity of account discrepancies by obtaining and investigating information with internal stakeholders.
- Resolves valid or authorized deductions by entering adjusting entries.
- Proactively brings payment issues to the attention of management.
- Contacts delinquent account holders to request payment(s).
- Reviews/establishes credit terms for new customers utilizing D&B.
- Facilitate faster payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable balances.
- Protects the organization's value by keeping information confidential.
- Enters credit memos as needed.
- Handles all lien waiver requests and obtains notarized documents when needed.
- Other accounting duties as assigned.

## **SKILLS AND QUALIFICATIONS**

- BS degree in accounting or related field preferred.
- 1+ years of Accounting experience.
- Strong written and verbal communication skills are required.
- A high degree of accuracy.
- High attention to detail is required.
- Positive attitude, strong work ethic, and ability to multi task.
- Excellent customer service skills are required.
- Strong proficiency in MS Office, with a special emphasis on Excel, is required.
- Proficient in 10-key touch.
- Experience with MS Dynamics NAV is desirable.
- NYS Notary strongly desired.