



Vertical Bridge Job Description

Job Title:	Accounts Receivable Specialist – Cash Application	Date:	12/1/16
Department:	Finance	Location:	Boca Raton
Reports To:	Accounts Receivable Supervisor – Cash Application	FLSA Status:	Exempt

Purpose:

The Accounts Receivable (AR) Specialist will be responsible for timely and accurate posting of cash to our real estate tenant accounts. The AR Specialist will work directly with customers to facilitate timely, accurate and efficient cash application of manual and electronic receipts. The specialist will regularly be in contact with both multi-national and smaller telecommunication companies.

Job Functions:

1. Correspond directly with customers regarding insufficient and/or inaccurate remittance information. Resolve and monitor timely resolution
2. Accurately enter detailed cash receipts into financial system via manual entry and upload application
3. Reconcile daily all cash received in banks to cash application in the financial system, resolve variances in a timely manner
4. Maintain accurate reconciliations of all daily cash application activity
5. Accurately retain, in auditable fashion, remittance information and related daily reconciliation of financial system and bank activity
6. Provide customer service regarding cash application issues
7. Identify, review, and prepare account adjustments
8. Make recommendations to Management regarding issues with cash application of customer payments / remittances
9. Resolve client discrepancies and short payments
10. Accountable for reducing unidentified and unapplied cash within a timely manner
11. Work with customers and internal employees in the pursuit and resolution of cash application issues
12. Build relationships with other members of the A/R Department and provide support to billing and collections functions
13. Communicate status to management on a regular basis
14. Communicate / interact with other business units in order to bring resolution to outstanding issues
15. Identify and propose solutions to increase the effectiveness of processes and procedures
16. Assist with the maintenance and testing of internal controls, accounting policies and audit requests as it relates to the accounts receivable function
17. Work closely with the accounting team and other departments throughout the organization
18. Other projects and duties as assigned

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel. High volume, fast paced – results oriented environment.



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Education and Experience:

1. Associate's Degree in Accounting or related experience required
2. Minimum 3 years of Accounts Receivable collection experience required
3. Prior experience required in reading and comprehending real estate leases
4. Required to have strong detailed analytical skills, including above advanced Excel skills including pivot tables and v-lookups
5. Prior experience working with Dynamics AX, Great Plains or similar accounting system preferred
6. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
7. Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment
8. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify high quality solutions

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