



Dem-Con Companies, a diversified, full-service recycling, processing and disposal company, is looking for an Account Receivable Specialist to join our team!

Dem-Con Companies strives to hire high quality individuals with commitment to our company. We appreciate our employee's hard work and dedication to their job. Dem-Con offers a very competitive benefits package for our employees that includes the following benefits:

- Employer paid premiums for health and dental insurance for employees and dependents under the age of 23
- Monthly contributions to a Health Savings Account
- Basic Life and AD&D Insurance
- Paid Time off

POSITION SUMMARY:

The primary responsibility of the Accounts Receivable Specialist is to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts receivable transactions for the Company.

ESSENTIAL FUNCTIONS:

- Utilize multiple operating software programs to manage A/R for multiple divisions.
- Perform bookkeeping duties according to established policies and procedures related to the invoicing and receipt of payments.
- Research any discrepancies on payments received and balances outstanding.
- Interact professionally and effectively with customers to resolve discrepancies and invoice questions.
- Perform ongoing reconciliations between company software and general ledger software.
- Develop necessary spreadsheets for accounts receivable management.
- Provide weekly and monthly reports as needed for distribution.
- Review Accounts Receivable aging on a weekly basis and ensure accuracy and timely collections.
- Communicate effectively with accounting team to troubleshoot issues.
- Reconcile A/R to the General Ledger daily.
- Perform other duties as assigned.

EDUCATION, QUALIFICATIONS & EXPERIENCE:

- Associate's degree in Accounting or Accounting Certificate required
- Working knowledge of accounting software, QuickBooks preferred
- Knowledge of general accounting procedures.
- Ability to learn industry specific operating software
- Proficient data entry and management.
- Proficient Microsoft Office experience, with emphasis on Excel, required
- 2+ years working knowledge & use with excel
- Previous experience with QuickBooks a plus



- Minimum 2 years of accounts receivable or general accounting experience