



Accounts Receivable Professional * Prestige Towing and Recovery Liberty, NY

Overview: Prestige Towing and Recovery is seeking a Accounts Receivable Professional in Liberty, NY. The Accounts Receivable Professional will be responsible to work in Quick Books and document transactions. Candidate must work well with others, be detail-oriented and have organization skills. This dual-role position is responsible for managing customer accounts, ensuring timely collections, and providing general administrative support to ensure smooth daily operations.

Job duties may include:

Reconcile and manage the Accounts Receivable for customer invoices in a timely manner.

Monitor customer accounts for timely payments and follow up on overdue invoices.

Reconcile customer accounts and resolve discrepancies.

Process incoming payments via various channels (check, credit card, bank transfer).

Maintain accurate records of all accounts receivable transactions.

Prepare regular reports on accounts status, aging reports, and collections progress.

Coordinate with sales and customer service managers to address billing issues or disputes.

Skills needed to perform job:

Quick Books Knowledge

Work Well with others

Customer Service

Attention to Detail

Requirements:

Reference Check

1 year experience

Shift, Salary, and Benefits; This is a full-time position, Monday - Friday, first shift, \$20- \$25 hourly depending on experience, Benefits include; Paid Vacation and Paid Sick Leave.

To apply send email to Helen@prestigeharris.com or go in person to Prestige Towing and Recovery, 7 Sullivan Avenue, Liberty, NY 12754 and ask for Helen.