

Position: AR Associate
Reports to: Revenue Operations Manager
Location: Remote

COMPANY:

Our client is an e-learning company that focuses on ensuring all students love learning math. They have created interactive math learning content that uniquely partners with educators so children can reach their full potential. The AR Associate (AA) plays a key role in the smooth day-to-day financial sales operations. The AR Associate will report to and be supported by the Revenue Operations Manager. This is a great opportunity for someone who wants to contribute their skills in a mission-driven environment.

You will be great for this job if you are:

- Responsible & diligent
- Delight in details and love when numbers match to the penny
- Dig making spreadsheets
- Thriving in a small, supportive team of a dynamic and fast paced organization

PRIMARY JOB RESPONSIBILITIES:

The AA will perform day-to-day functions, including:

- Manage daily A/R functions: review new sales contracts, create customer invoicing and handle collections
- Manage the Company's Billing email and maintain effective customer communication in addressing customer requests
- Maintain an accurate record of active customers along with their sales tax exemption certificates' database
- Process weekly customer deposits and related accounting transactions
- Assist with monthly close of the books, reconciliations and reporting
- Maintain accurate filing of all finance documentation in organized and secure files
- Contribute to process improvements and system enhancements
- Assist with ad-hoc analysis and special projects as needed

QUALIFICATIONS:

- Bachelor's degree in Accounting and 1-2 years of accounting experience or related internship
- Proficiency in Excel
- Oracle Netsuite, Salesforce and Avalara experience a plus
- Familiarity with basic accounting principles
- Strong time management and attention to detail
- Professional and friendly demeanor with demonstrated success in service-oriented roles