



Job Opening: Accounts Receivable Specialist

Pay Range: (\$18.00 to \$27.00)

Years of Experience: (Typically 5 to 10 years)

Reports to: Controller

FLSA Status: Non-Exempt - Hourly

DESCRIPTION Follow the Core Values of Leaaf. Provides invoicing and accounts receivable support to Members, Controller, Division Managers, Marketing Team, and internal staff. Additional functions may include administrative services as needed. The position requires the knowledge of office systems and procedures, technical writing skills, and use of Microsoft-based computer programs. Experience in QuickBooks is preferable.

Primary responsibilities include, but are not limited to:

- Generate Client invoices according to client specifications, follow up with clients for payment, post payments to QuickBooks and files accordingly. *
- Relies on experience and judgment to plan and accomplish goals. *
- Answers multi-line telephone system, take accurate messages, and screen and direct telephone calls for management in a professional manner. *
- Processes incoming and outgoing mail on a daily basis and operating postage meter. *
- Composes, prepares, and proofreads correspondence, office memos, and reports. *
- Designs and implements forms for use within the office by applying knowledge of software applications and updates as needed. *
- Creates and maintains proper response letters on the computer for various incoming correspondences. *
- Maintains files in an organized and accessible manner to include updating information, purging files on a regular basis, and creating new filing systems as needed. *
- Provides administrative support for special projects to include research, compiling data, and preparing summary reports based on results. *
- Maintains an organized office calendar and schedules meetings and appointments as needed. *
- Operates standard office equipment efficiently; this includes multi-line telephone, facsimile machine, calculator, computer, printer, and photocopy machine. *
- Assists Project Managers with activities related to projects. *
- Inputs data into spreadsheets and reports. *
- Assists Marketing Team with promotional activities, conferences, organizations, or trade shows, working to market products or services. *
- Maintains confidentiality when required. *
- Performs other related duties as assigned.
- Be a US Citizen or have valid documentation to work in the United States.
- Pass EVerify.
- Completes work in accordance with in-house quality and safety plans.
- Follows Employee Handbook.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1	Leaaf Environmental, LLC	www.leaaf.com
	2301 Whitney Ave Gretna, LA 70056	Phone (504) 342-2687 Fax (504) 342-2715



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LANGUAGE AND WRITING ABILITY Ability to read and have a basic understanding of manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATH AND SCIENCE ABILITY Ability to work with mathematical and scientific concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Power Point, and time keeping program. CAD, GIS, and Microsoft Access capabilities are a plus.

EDUCATION/EXPERIENCE Associates Degree; 5+ years computer data entry experience; or equivalent combination of education and experience. A bachelor's degree is a plus.

CERTIFICATES AND LICENSES Valid driver's license.

KNOWLEDGE, SKILLS AND OTHER ABILITIES

Interpersonal skills	Professionalism	Computer literacy
Oral communication skills	Telephone Skills	Keyboard skills
Written communication skills	Filing	Alpha/numeric keyboard skills
Reading skills	Math aptitude	Creativity
Customer relations	Organization	Business etiquette skills
	Planning	
	Time management	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands, talk, and hear. The employee is occasionally required to stand, walk, climb stairs, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, taste, and smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The noise level in the work environment is usually moderate.

* Essential Function

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