

Account Receivables Manger - Beverly, MA

**** REAP**, that is what this role is all about. The ideal candidate exemplifies the **R** in responsible, the **E** in ensure, the **A** in all and the **P** in payments. This fast-growing company is in **immediate need** for an Account Receivable professional who will keep a precise record of incoming payments, swiftly track for discrepancies, and contribute to the many duties in this dynamic company's accounting team. ******

NFS Leasing is seeking an experienced Accounts Receivable Manager to help us keep growing. If you are dedicated and ambitious, this is an excellent opportunity to join a growing company as well as, advance your career.

The position will be located at the Beverly, MA office. The position will report directly to the Vice President of Finance.

Key Responsibilities include:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable
- Direct interface with customers to ensure customer account balances remain in good standing. This will include continuous communication with customers, arranging payments plans to return delinquent accounts to current payment terms.
- Recommend courses of action with respect to specific accounts.
- Facilitate Daily, Weekly and Quarterly accounts receivable aging reviews for the VP of Finance and Executive Team.
- Research customer discrepancies and past-due amounts with the assistance of the other staff
- Assists in generating monthly billing statements based on the general ledger
- Performs other related duties as assigned

Key Requirements/Qualifications:

- Bachelor's Degree
- Proven collection success experience with direct experience in one-on-one communications with customers and management over the phone and by email.
- Must be agile, all hands-on deck personality, works with ebbs and flows as needed and thrives in a no day is ever the same environment
- Strong verbal and written communication skills
- Proficiency with MS Office, accounting software and is tech savvy
- Detail oriented and accurate
- Takes initiative

- Strong organizational skills and ability to manage simultaneous projects, under deadline pressure in a dynamic, fluid environment
- Ambitious in personal growth and development as a business professional