

## **Nate's Lawn Maintenance, Inc. – Accounts Receivable Associate**

### **Job Summary:**

Nate's Lawn Maintenance, Inc. is a commercial snow and ice control and landscape maintenance company located in Belgium, WI. We are seeking an accounts receivable associate to join our team. The ideal candidate will have previous accounting related experience, be detail oriented, have good mathematical skills and be able to communicate well with customers and coworkers.

### **Job Description:**

The accounts receivable associate will be responsible for the following:

- Invoicing snow and ice management services
- Communicate with each customer's accounts payable contact to understand their individual guidelines for receiving invoices
- Assist the operations manager in managing customer records in QuickBooks and ensure invoices are processed as required
- Generate and download reports from Chronotek, our timekeeping app, to determine what services should be billed to the customer according to their contract
- Review customer accounts and follow up on past due balances
- Prepare and mail out lawn care renewals
- Upon receipt of signed lawn care contracts, invoice customers for selected services and packages and schedule them on a routing spreadsheet
- Prepare and mail out mowing renewals
- Upon receipt of signed mowing contracts, work with the account manager to create route spreadsheets for mowing technicians and set up memorized transactions in QuickBooks for summer invoicing
- Stay up-to-date on sales tax requirements via the Wisconsin Department of Revenue's website to ensure proper collection of sales tax on invoices

### **Education/Experience:**

- Associate's degree in accounting or similar education and experience

### **Skills:**

- Experience in QuickBooks Desktop or similar accounting software
- Be willing to learn sales tax and utilize the Wisconsin Department of Revenue resources regularly
- Proficiency in Microsoft Word and Excel
- Document processing and use of internet
- The willingness to learn to utilize multiple websites, apps, and invoice processing portals
- Detail oriented with strong organizational skills
- Ability to collect, track, and analyze data
- Attention to details
- Ability to proofread
- Exceptional verbal/phone and written communication skills.
- Customer service skills, the ability to resolve conflicts, and manage concerns of customers and employees