

Job Title: **Accounts Receivable Specialist**

Company: **Levifi**

Job Location: **Open**



Job description:

Levifi is a fast-growing office technology company providing imaging equipment and Managed IT Services. We currently serve thousands of customers from our 9 locations in NC, SC, and GA.

We are seeking an Accounts Receivable Specialist to join our team. The successful candidate will be responsible for supporting our Accounting Department with various accounts receivable duties. These duties include billing, payment processing, cash applications, collections, and account reconciliations. This role can be performed from any of our locations and a remote/hybrid option is also possible for the right candidate. This is an excellent opportunity for an experienced professional to join a fast-paced and growing company.

Job Duties:

- Customer billing using e-automate and ConnectWise software
- Process customer payments and record bank deposits
- Cash applications
- Perform account reconciliations and research
- Provide customer service and research billing inquiries
- Work with customers and third-party billing partners to collect past due amounts
- Communicate effectively with internal and external stakeholders
- Assist with various accounting functions

Qualifications:

- Prior experience with ECI eautomate or ConnectWise preferred
- Understanding of accounting concepts
- Strong work ethic
- High school diploma or equivalent
- Strong computer skills
- Customer oriented and personable.
- Attentive to detail.
- Problem solving abilities.

Salary & Benefits:

- Competitive salary
- 401(k) with company match
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance