



Accounts Receivable Clerk- Construction

Disaster Restoration Innovation
2555 N Coyote Drive, Suite 115
Tucson, AZ, 85745
Website: <https://driresto.com>

\$15 to \$17 Hourly

401K, Paid time

off, Full-Time

We are seeking a competent and adaptable Accounts Receivable Clerk to help with the daily collection and administrative duties of the company. The Accounts Receivable Clerk is responsible for processing invoices in a timely manner, providing accurate billing statements to accounts and assisting the Accounts Receivable Manager with other accounting functions.

Responsibilities:

- Prepare invoices and statements.
- Reconcile company records to account statements.
- Flag each vendor/client for payment.
- Attach checks to invoices and statements and email to customers.
- Follow up with accounts if invoices are not paid in a timely manner.
- Make collection calls and process credit card payments.
- Submit all required forms to specific client programs for fund release.
- Complete all training as directed by supervisor.
- Communicate with clients to request all required signed documents.
- Any other duties as assigned.

Education/Experience:

- High school diploma or the equivalent. At least one year of general office experience in the restoration/reconstruction industry preferred.
- Excellent organization and time management skills.
- Excellent follow-up skills and attention to detail.



About Disaster Restoration Innovation:

We are a veteran-owned company specializing in commercial and residential restoration and repair services. Our team has more than 25 years of combined industry experience and possesses the necessary skills to tackle the toughest jobs.