



## Accounts Receivable Accountant

Location: Raleigh, NC

### Overview:

Join a fast growth, multi-site, and exciting company! The role of the Global Software Accounts Receivable Accountant is to handle all aspects of AR in an efficient and accurate manner. The role involves complex billing, collections and special project work.

### Job Functions:

- Invoice new and existing customers based on the terms agreed to in the contract
- Invoice maintenance based on the contract for both new business and renewals
- Assist customers and sales personnel with invoice/maintenance renewal questions
- Initiate collection efforts
- Resolve discrepancies and issues
- Filing
- Other duties and special projects may be assigned to meet business needs

### Qualifications and Requirements:

- Must possess a high degree of organizational skills, be highly analytical, detail oriented and able to multi-task.
- Two to three years of experience in the accounts receivable
- Excellent written and oral communication skills to effectively communicate with customers
- Intermediate Excel and MS Word skills
- QuickBooks experience
- Excellent administrative skills, time management and prioritizing skills
- Aptitude for working independently and as a part of a team

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**APPLY NOW:** *To apply for this position, please send resume and pertinent correspondence to [recruit@glbsoft.com](mailto:recruit@glbsoft.com)*