

## POSITION OPENING

### Accounts Receivable/Payable Specialist

As part of the finance team, the Accounts Receivable/Payable Specialist is responsible for carrying out assigned duties related to obtaining revenue and paying invoices with a high level of accuracy and thoroughness. Under the Direction of Tri Tool's Controller, the Accounts Receivable/Payable Specialist will be responsible for;

Receivable duties: accurate and timely invoicing of customers' orders, monitoring of customer's due dates/payment statuses, and making collection calls as necessary;

Payable duties: bills are paid timely, discounts are taken as appropriate, vendor statements are accurate, approvals are per policy, and expenses are recorded correctly.

### Requirements/Qualifications:

- Associate degree in accounting or business is preferred (or) extensive accounts receivable experience in a medium sized company will be considered;
- Minimum of 2 years Accounts Receivable/Payable experience required with degree;
- Experienced and able to demonstrate successful receivable/collection practices;
- Experience using finance databases to record and track payments, update client accounts with payment or contact information;
- Experience in or understanding of accounts payable practices;
- Experience in and ability to provide a high level of customer service; even through sometimes difficult collection conversations;
- Exceptional attention to detail with a dedication to accuracy;
- Strong organizational and prioritization skills;
- Knowledge of GAAP and basic accounting practices;
- Ability to be a self-starter to ensure duties are carried out in a timely and efficient manner;
- Excellent verbal and written communication skills to communicate clearly to internal and external customers;
- Able to provide a high level of customer service in difficult or uncomfortable situations;
- Proficient in Excel and ERP systems;
- Must be eligible to work in U.S. without Visa sponsorship.

### Full Description/ Apply Directly:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=18075557-d612-41ed-a63b-01ae3cedfc28&selectedMenuKey=CareerCenter>

Tri Tool offers competitive compensation and benefits including medical, vision, and dental insurance, employer paid life insurance, a 401(k) plan with generous employer match, vacation, sick and holidays. To view the complete job description and learn about Tri Tool's products and services visit our website at **[www.tritool.com](http://www.tritool.com)**.

Successful completion of the pre-employment physical, drug/alcohol testing and criminal background investigation required following offer of employment. DMV clearance is required.

Tri Tool is an Equal Opportunity Employer. EOE AA Male/Female/Veterans/Disability.

Salary will be dependent on specific knowledge and experience.

**Tri Tool Inc.** has been a globally recognized world leader in the design and manufacture of precision portable machine tools for purchase or rental, domestically and internationally since 1972. Tri Tool Inc. produces heavy-duty pipeline machinery, automatic welding systems and provides on-site machining and welding services to a variety of industries including oil and gas exploration and production, nuclear and fossil fuel power plants, chemical, pulp and paper, and similar heavy industries.