



### **Accounts Receivable Specialist**

At Five Star, every invoice we send reflects more than just a transaction—it reflects our drive, precision, and the relationships we've built with our customers. As our Accounts Receivable Specialist, you'll be at the heart of our financial operations, ensuring our cash flow stays strong and our customers stay informed. If you're organized, detail-driven, and take pride in getting things right the first time, this is your opportunity to make a real impact at a company that values hustle, ownership, and heart.

#### **Responsibilities:**

- Generate and send accurate invoices for sales, services, or projects
- Track payments, apply cash, and follow up on past-due accounts
- Communicate with customers to resolve billing issues quickly and professionally
- Keep customer account records sharp and up to date in our ERP system
- Partner with sales and operations to resolve disputes and ensure billing accuracy
- Reconcile AR ledger to general ledger and support monthly close processes
- Prepare AR reports and provide insight to management as needed

#### **Qualifications:**

- 2+ years of experience in accounts receivable, billing, or collections
- Solid understanding of AR processes and best practices
- Familiar with ERP/accounting systems (NetSuite, SAP, QuickBooks, Global Shop—bonus points!)
- Proficient in Excel (VLOOKUPS, pivot tables, and formulas are your jam)
- Excellent communication skills—you're clear, friendly, and persistent
- Sharp attention to detail—you don't let things slip through the cracks
- Team player with a customer-first mindset

Five Star features a clean & safe state-of-the art facility. You offer us your determination and work ethic; we offer you very competitive pay and top-notch benefits including:

- |  |                                      |
|--|--------------------------------------|
| • Complete insurance coverage – Medical, Dental & Vision for employees and dependents. | • 401(k) with generous company match |
| • Health Savings Account.  | • Paid holidays and vacation.        |
| • Company provided Life insurance.   | • Fitness center discounts.          |
| • Supplemental Life Insurance for employees and dependents.                            | • Cell phone discounts.              |
| • Short- and Long-Term disability insurance.   | • Tuition reimbursement.             |
|  | • Employee referral bonus program.   |

May apply in person at 8899 368<sup>th</sup> Ave. Twin Lakes, WI 53181