

Job Title: Accounts Receivable/Revenue Analyst

Location: Portland, Oregon

Summary

Supervises activities in the accounts receivable function and is responsible for issuing invoices for new customers, projects and for ongoing annual maintenance billings. Works with contract administration to track and enter invoices for new contracts and work orders and manage subsequent milestone billings in a timely fashion. Manages customers on contract payment plans as well as monthly subscription billings. Tracks and enters cash receipts against outstanding invoices. Able to work through monthly close process and provide support for financial audits. Responsible for collection activities such as sending follow-up inquiries, negotiating with past due accounts, maintaining cash receipts, managing invoice adjustments and referring delinquent accounts to escalation. Responsible for proper recording of revenue in accordance with software revenue recognition principles, as directed by CFO. Ability to coordinate workflow for invoice transaction processing activities with our AR clerk. This position is non-management and reports directly to the CFO.

Qualifications

- Bachelor's degree in Business, Finance, or Accounting is strongly preferred. A CMA or CPA is a strong plus.
- A minimum of 2-3 years' experience in a corporate accounts receivable function
- Proficiency with Microsoft Office products and an enterprise accounting tool.
- Past experience in a software/high tech company or working for a local/city government is a plus
- Able to manage large volumes of invoices and maintain accurate records
- Able to perform basic accounting reconciliations and reporting
- Have proficient analytical skills, including trend analysis and root cause identification
- Able to work in a fast paced environment.
- Proven ability to innovate and to streamline processes and to successfully make recommendations to improve current account receivable operations
- Excellent communication skills
- Strong ability to develop and maintain positive business partnerships, both internally and with our customers.
- High degree of professionalism, personal responsibility, including being proactive, self-initiating and goal oriented
- Constant team player attitude and ability to work with a diverse group of individuals across the different operational groups within the company.

Work Hours

Members of the accounting team are salaried (exempt) employees and are expected to perform at least 40 hours of work per week. Specific hours are work driven and may require after-hours and weekend work at the request of the CFO.

If interested send resume to:

Russell R. Boedeker

russell.boedeker@sprbrk.com