



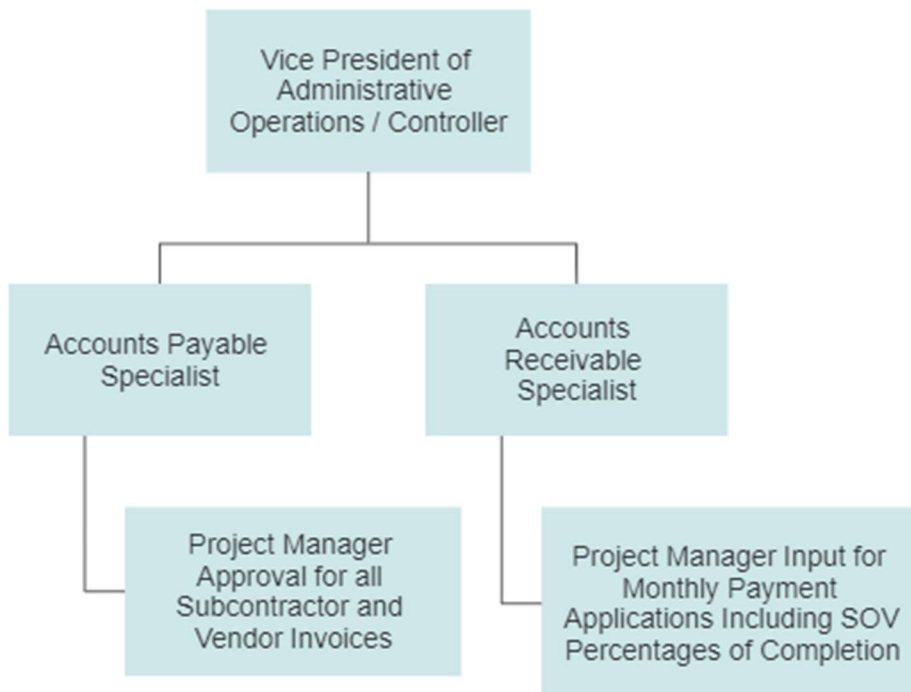
Job Title: Accounts Receivable Specialist

Company Overview:

Marrillia Design and Construction, with offices in Lexington and Louisville, Kentucky, is a leading general contracting company providing a wide range of services to clients across various public and private sectors. Marrillia is committed to providing top-notch services to its clients and has built a reputation for delivering high-quality projects on time and within budget, and its portfolio of completed projects is a testament to the company's capabilities.

The company's team is highly skilled and experienced, with a deep understanding of the latest industry trends and technologies. Marrillia Design and Construction prides itself on its commitment to quality, safety, and customer satisfaction, ensuring that every project meets the highest standards of excellence.

Marrillia's annual revenue is derived primarily from publicly funded projects, typically ranges between \$50 - \$60 million and normally has 15 – 20 active projects at any given time. Marrillia utilizes a centralized accounting department structure with all accounting functions managed by a single department or team, which is responsible for managing all financial transactions and reporting across the company.



Job Overview:

We are seeking an experienced Accounts Receivable Specialist to join our team. The successful candidate will be responsible for managing and maintaining the accounts receivable function of our organization using ComputerEase accounting software. The ideal candidate will have a strong background in accounts receivable, excellent communication skills, and a keen eye for detail.

Key Responsibilities:

- Set-up new projects and customer accounts in the ComputerEase accounting system. This includes customer names, contact information, payment terms, and any applicable discounts or taxes.
- Coordinate with the project management department to ensure accurate billing and collections processes. Generate and distribute customer invoices, statements, and other billing documentation each month for all Marrillia's active projects, including the following:
 1. Schedule monthly payment application meetings with each Marrillia project manager.
 2. Create the monthly payment applications in ComputerEase with input from 1) the project manager and 2) costs incurred for the monthly payment application period.
 3. In the instance of Marrillia clients who require a unique payment application template (i.e., the University of Kentucky, the Commonwealth of Kentucky and select national construction manager clients), the Accounts Receivable Specialist will 1) generate the monthly payment application using the client's custom MS Excel payment application template and 2) enter the monthly payment application data into ComputerEase.
- Compile and submit Marrillia lien waivers and EEO reports as applicable to each payment application. This may also include subcontractor lien waiver packets as required by select customers.
- Record and reconcile customer payments, deposits, and adjustments in the ComputerEase accounting system.
 1. Upon receipt and deposit of a customer payment, produce the project specific Open Invoice Report and provide a copy of the report to the Controller for the Controller's use in issuing subcontractor and vendor payments.
- Monitor accounts receivable aging reports to ensure timely collections and minimize past due accounts.
 1. Work with customers to resolve payment discrepancies and inquiries in a timely manner.
- Assist with month-end closing procedures and prepare related reports.
- Maintain accurate and organized records of all accounts receivable communications.
- Participate in regular company staff meetings to review accounts receivable performance and identify areas for improvement.



- Stay current with updates and changes to the ComputerEase accounting software and provide feedback to management as needed.
 1. Communicate with Deltek customer representative when assistance is required to complete the ComputerEase accounting functions identified in this job description.
- Serve as a back-up to the Controller to complete the bi-monthly payroll processing.
- Reconciliation of all Marrillia administrative invoices monthly.
- Serve as the primary point of contact for Marrillia's Wells Fargo and Short Street property management and associated invoicing.
- Serve as the primary point of contact for Marrillia's fleet management (approximately 20 vehicles). Fleet management tasks include, but are not limited to, the following:
 1. Maintain vehicle files.
 2. Perform yearly registration with the Fayette County Clerk's office.
 3. Distribute insurance renewals to each Marrillia driver/vehicle annually.
 4. Complete paperwork and delivery coordination of new vehicle purchases.
 5. Coordinate installation of Marrillia logo, toolbox, bedliner, etc. for new vehicles.
 6. Maintain Marrillia's master spreadsheet of company vehicles, year, make, model and mileage.
- On an annual basis (typically occurring in Q1 and Q2), **assist and provide accounting data input** Marrillia's Vice President of Administrative Operations / Controller with the preparation of year-end financial statements, audits and insurance renewals as it related to the responsibilities outlined above. These audits and renewals include, but are not limited to, the following:
 1. Distribution of annual 1099's.
 2. General Liability and Worker's Compensation Insurance annual audits.
 3. 401k audit and census.
 4. EEOC certification and planning.
 5. Local city and county business license renewals.
 6. Kentucky Small Business Tax Credit
 7. Kentucky Transportation Cabinet Certificate



Qualifications:

- High school diploma required; associate or bachelor's degree in accounting or related field preferred.
- Minimum of 3 years of experience in accounts receivable, preferably using the ComputerEase accounting software and preferably in the construction industry.
- Strong knowledge of accounting principles and practices related to accounts receivable.
- Excellent communication, customer service, and problem-solving skills.
- Proficient in Microsoft Office and ComputerEase accounting software.
- Ability to prioritize and manage multiple tasks and deadlines.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

If you meet the above qualifications and are interested in this opportunity, please submit your resume and cover letter for consideration. We look forward to hearing from you.