

Accounts Receivable

Accounts Receivable – Full Time (Norwalk, CT)

ABOUT US

Akademos provides higher education institutions with a full-service online platform to manage course materials, from monitoring adoptions and compliance to purchasing textbooks to measuring utilization. We give school administrators a single platform to streamline course adoptions and meet compliance regulations. For students, the platform simplifies the purchasing and access of materials through a personalized portal that connects with school SIS, LMS, and payment systems.

WHY US

As a rapidly growing company with a mission to help reduce the cost of education for students, we take pride in the value we bring to our schools, and we believe that it all begins with the value we place on our employees.

Akademos employees are excited and energized by change. We use our knowledge to quickly solve today's problems while thinking innovatively how to make processes better for the future. We have the highest levels of trust, respect, and dignity towards our work and each other. We prize innovation and creative thinking, and expect everyone to engage beyond their day-to-day responsibilities. We are committed to a creative, fun, and respectful environment where we can help Akademos grow in its mission together and achieve personal individual growth as well.

We offer a comprehensive list of benefits including: paid time off, medical, dental, and vision coverage, short and long-term disability, life insurance, 401(k), healthcare spending and reimbursement accounts, Employee Assistance Program, paid parental leave, and other workplace and wellness perks.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state, or local protected class.

ABOUT THE JOB

The role is one in a 6-person accounting/finance department and is responsible for all invoicing, accounting and collection of receivables. The ideal candidate will be valued for their accounting knowledge, accuracy, and curiosity to find efficiencies in accounts receivable processes. The role reports directly to the controller, interfaces regularly with the CFO, and interacts daily with other departments.

- Invoicing in a high transaction volume environment, from multiple source platforms.
- Perform day-to-day functions of AR including billing, credit and adjustments, cash applications, and credit/collections activities.
- Resolve any customer inquiries, requests for information, account or payment discrepancies, or disputes in a prompt and professional manner.

- Assist with new customer onboarding.
- Partner with the Account Management team to field and solve customer inquiries related to implementation, billing, and collections.
- Assist with system implementations and ongoing projects to improve billings and collections.
- Assist with month-end close process and reconciliations.
- Assist with audit support.
- Sort daily mail to retrieve live checks sent to office, prepare and make remote deposit (from office) daily or as required.

ABOUT YOU

The candidate must be proficient in QuickBooks, and be familiar with ERPs or other transaction processing platforms. This role requires 5-7 years of accounts receivable and collections experience. The applicant should display a positive and proactive attitude, strong organizational skills, the ability to prioritize and multitask and be a strong communicator, both paper and over the phone, as he or she will have frequent contact with customers.

- An associate's degree in accounting or general business
- Minimum of 5-7 years of AR and collections experience.
- Excellent computer skills. Fluency in Microsoft Office/Google software packages, particularly Excel/Google sheets.
- Comfortable learning new software applications.
- QuickBooks experience is required.
- Curious to learn, excellent interpersonal skills, and the ability to work in a growing dynamic environment.
- Ability to multi-task and work independently.
- Strong organizational ability, detail oriented.

Position type: Full time; Commuting distance to Norwalk, CT -- 40 minutes or less travel time

Travel: Little to none

To Apply: Visit the Akademos website (<https://info.akademos.com/apply>) and fill out all the fields. To be considered for this job, a cover letter must be submitted including a brief description (1-2 sentences) about why you are interested in working with us at Akademos.