

# **Accounts Receivable Administrator – Service Department**

## **Jefferson Beach Yacht Sales (JBYS)**

St Clair Shores Michigan

### **Position Overview**

#### **Starting at 50K a year**

Jefferson Beach Yacht Sales is seeking a detail-oriented and proactive Accounts Receivable Specialist to support our Service receivables. This role is critical to maintaining strong cash flow by ensuring accurate, timely invoicing and consistent follow-up on outstanding receivables.

The AR Administrator will serve as a key liaison between Service, Sales, and our Clients, ensuring that completed work is billed promptly and collections are handled professionally and efficiently.

### **Key Responsibilities**

#### **Invoice Processing & Billing**

- Generate and send service invoices within at least 24 hours of job or work order completion.
- Review service work orders with local service writer/project manager for accuracy (labor, parts, tax schema, and pricing)
- Ensure all billing aligns with JBYS policies and procedures
- Coordinate with Service Managers, Writers and Technicians to resolve discrepancies

#### **Accounts Receivable Management**

- Monitor and manage AR aging reports daily
- Proactively follow up on past due invoices via phone and email
- Address any client issues due to possible billing errors
- Maintain accurate records of all client communications
- Work to keep AR balances within company targets

#### **Client & Internal Coordination**

- Act as the primary point of contact for invoice-related client inquiries

- Collaborate with Service and Sales teams to resolve billing issues quickly
- Communicate professionally with high-end clientele to preserve relationships

### **Process & Reporting**

- Assist in maintaining and improving real-time billing processes
- Support reporting for leadership on AR performance and trends
- Identify opportunities to improve billing efficiency and collections

### **Qualifications**

- 2+ years of experience in Accounts Receivable, Billing, or Accounting
- Strong attention to detail and accuracy
- Excellent communication and customer service skills
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office suite
- Experience with ERP or service management systems (Dockmaster a plus)

### **Preferred Experience**

- Marine, automotive, or service-based industry experience
- Familiarity with work orders, parts, and labor billing
- Experience working with high-value clientele

### **Success Metrics**

- Invoices sent within 24 hours of completion
- AR balance maintained within company thresholds
- Reduction in aging (30/60/90+ days)
- Minimal billing errors or rework

### **Compensation & Benefits**

- Competitive salary based on experience
- Health, dental, and vision insurance
- Paid time off and holidays
- Opportunities for growth within a growing marine organization