



Title: Accounts Receivable Specialist

Reporting To: Manager, Receivables, Invoicing & Collections

Location: Osterville, MA

Accounts Receivable Specialist

The Switch Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: www.theswitch.tv.

The Switch is seeking an Accounts Receivable Specialist who will be responsible for, but not limited to partaking in the full cycle of the accounts receivables process from invoice processing to vendor relationships while maintaining a current and efficient relationship with our primary communication carriers.

Principal Responsibilities:

- Coordinate all Accounts Receivable inquiries in a prompt manner.
- Daily processing of Telecommunication invoices and reconciliation of work order details to the summary results.
- Perform timely, accurate, and complete account reviews, collection activities, and account maintenance.
- Obtain appropriate approvals for all debit and credit memo requests.
- Posting all cash receipts, wires/ACH, and credit card payments to customer accounts timely & accurately.
- Monitor credit card charges/charge backs, payment discrepancies, and miscellaneous charges.
- Daily monitoring of the vendor relationships with ongoing account reconciliation.
- File invoices and maintain complete and accurate documentation.
- Reconcile accounts receivable transactions.
- Produce and analyze AR reports.
- Assist in month end Accounts Receivable and verify that all information is correct.
- Completes accounting and finance related projects as requested by Supervisor.
- Answers incoming calls to the office as necessary, routinely checks office mail and opens relevant AR related mail, and filing and scanning of documents on an ongoing basis.

Required Skills:

- Bachelor's Degree in Business Accounting, Finance or 3-4 years of related work experience.
- Experience in Accounting in Telecommunications industry is preferred.
- Strong computer aptitude and proficiency in Excel required.
- Experience with ERP systems, preferable NetSuite.
- Outstanding attention to detail and ability to work quickly and efficiently in a fast paced and challenging environment.
- Strong problem solving and analysis skills.
- Self-motivated with excellent verbal and written communication skills.
- Excellent organizational and critical thinking skills as well as interpersonal skills required to work with a team environment.

Schedule and Compensation:

- Full Time, Base Salary.
- Comprehensive Benefits Package

Please send resumes via email to hr@theswitch.tv. No phone calls, please.