



<https://wpsproav.com/jobs/accounts-receivable-coordinator/>

## Accounts Receivable Coordinator

### Description

WPS is hiring an Accounts Receivable Coordinator to own the full collections and cash cycle for the company. This is not a data entry role with collections as an occasional task. It is a collections-first position: the person in this seat is the primary reason WPS gets paid on time, and the company is counting on that person to manage a portfolio of commercial accounts, some carrying large project invoices tied to AV integration work and others tied to recurring equipment and box sales.

Because WPS invoices range from routine product orders to substantial systems integration projects, the Accounts Receivable Coordinator must be equally comfortable chasing a small past-due balance and managing a firm, professional conversation with a customer sitting on a large outstanding invoice. Judgment, persistence, and comfort with direct financial conversations matter more here than in a typical AR support role.

### What Success Looks Like in This Role:

- Comfortable owning hard conversations and holding customers accountable to payment terms, while preserving the relationship
- Treats the AR aging report as a daily work queue, not a monthly report to glance at
- Accurate and detail-oriented, particularly when applying cash and reconciling statements
- Self-directed and able to meet deadlines with minimal oversight
- Looks for ways to tighten the collections process and reduce WPS's outstanding receivables
- Willing to handle repetitive daily tasks with consistency and energy

### Responsibilities

- Own the end-to-end collections process: proactive outreach ahead of due dates, structured follow-up on past-due accounts, and firm, professional escalation when accounts move into serious delinquency
- Manage the AR aging report on an ongoing basis, prioritizing outreach by dollar exposure and risk, and escalating chronic non-payers to management with a clear recommendation
- Negotiate payment timelines and resolve disputes with customers on both project-based AV integration invoices and product/box sales invoices
- Apply cash receipts accurately and promptly, and convert and post sales orders and invoices
- Serve as the primary point of contact for all customer billing questions and cash matters within WPS
- Reconcile customer statements and resolve discrepancies, including disputes tied to project milestones, partial shipments, or equipment installs
- Prepare AR reporting for management, including aging trends, days sales outstanding, and accounts carrying collection risk
- Identify and recommend process improvements that shorten the collections cycle and reduce past-due balances

### Hiring organization

WPS | Washington Professional Systems

### Employment Type

Full-time

### Job Location

11242 Grandview Ave., 20902, Wheaton, Maryland, US

### Valid through

28.02.2027

### Base Salary

\$ 34.00 - \$ 38.50

- Handle the data entry and administrative work required to keep the AR ledger current and accurate

## **Qualifications**

- A minimum of 3 years of business-to-business collections experience, with a demonstrated track record of reducing past-due balances and days sales outstanding, not solely AR processing or bookkeeping
- Direct experience having difficult, solutions-oriented phone and email conversations with customers about money owed
- Comfort managing a mixed portfolio of collections accounts, from routine recurring balances to large, project-based invoices
- An Associate degree in Accounting, Finance, Business, or a related field (Accounting preferred), or equivalent hands-on experience
- Solid working knowledge of accounting fundamentals and strong Excel skills
- Experience with accounting or ERP software; Microsoft Dynamics experience preferred

## **Preferred Qualifications:**

- Prior collections experience in AV integration, low-voltage, systems integration, construction, or capital equipment industries, where invoices are tied to project milestones
- Bachelor's degree in accounting, Finance, or Business

## **Job Benefits**

WPS offers competitive compensation and benefits packages including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.