

Senior Accounts Receivable Specialist (Mixed shift)

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Company: Motorola Solutions

Location: Kraków

Category: office-and-administrative-support

Job Description

The Senior Accounts Receivable Specialist (AR) reports to the Receivables Team Leader and is responsible for maximizing cash collections by enforcing payment terms and collecting past due receivables.

The Senior AR Specialist will adhere to established policies, procedures, and approval authorities to ensure compliance with legal and statutory requirements to minimize loss to Motorola. In addition, the Senior AR Specialist will be responsible for maintaining working relationships with Motorola customers and recognizing risks associated with managed accounts in a proactive manner.

Specifically the Senior AR Specialist:

Monitors activity of accounts portfolio and contacts customers regarding late payments (via email and phone).

Determines the appropriate method in which to collect payment against delinquent accounts and resolves customer disputes pertaining to billing and collection.

Reconciles large project and works with PMs on billing milestones.

Issues invoices / credits per request and along with projects reconciliations.

Makes recommendations regarding the use of 3rd party assistance to collect debts.

Assists credit analysts in setting credit limits. May also assist in the product return process, as well account set up, tax issues etc.

Reviews delinquent accounts with upper management. Provides regular collection forecast / bad debts reports to finance.

Assists in write-offs, legal claims, and monitors customer bankruptcy proceedings

Fulfill ad-hoc Manager requests.

Basic Requirements

Requires minimum **3 years experience** in the **AR / collection / customer service / credit function** in the multinational environment

Willingness to work US hours (mixed shifts)

Bachelor's/Master's Degree in Economy / Finance /Accounting

Demonstrated ability to support team efforts as a team member

Ability to develop professional expertise

Ability to enforce payment terms & collect money from customers

Make decisions using sound judgment and consult when appropriate

Very strong communication and interpersonal skills

Ability to multi task & prioritize

Excellent English

Proficient in MS Excel with basic knowledge in other MS applications

Knowledge in Oracle a plus

Analytical skills and project reconciliations a plus

In return for your expertise, we'll support you in this new challenge with coaching & development every step of the way.

Also, to reward your hard work you'll get:

Employee Pension Plan (PPE)

Competitive salary package,

Strong team-oriented culture,

Flexible working hours,

Contract of employment,

Private medical & dental coverage,

Life insurance,

Comfortable work conditions (high class offices, parking space),

Trainings and broad development opportunities,

Volleyball field and grill place next to the office,

Lots of sport activities as Moto football league, Wakeboarding, Snowboarding, e-gaming league etc.,

Access to wellness facilities and integration events,

Motorola Solutions is supporting CSR activities and encourages employees to participate.

Travel Requirements

Under 10%

Relocation Provided

None

Position Type

Experienced

Referral Payment Plan

Yes

Company

Motorola Solutions Systems Polska Sp.z.o.o

EEO Statement

Motorola Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, disability, veteran status or any other legally-protected characteristic.

We are proud of our people-first and community-focused culture, empowering every Motorolan to be their most authentic self and to do their best work to deliver on the promise of a safer world. If you'd like to join our team but feel that you don't quite meet all of the preferred skills, we'd still love to hear why you think you'd be a great addition to our team.

We're committed to providing an inclusive and accessible recruiting experience for candidates with disabilities, or other physical or mental health conditions. To request an accommodation, please email <.

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