



Specialty Groups, Inc

HQ: Bridgeport, WV

Position: Accounts Receivable Specialist

Specialty Groups Inc. has an immediate opening for an accounts receivable specialist. We are proud to have a family friendly and informal work environment with great pay and flexible benefits. Our ideal candidate would be proficient in Excel, have excellent communication skills, and most importantly be detail oriented and organized. We would prefer a candidate that has worked in the construction industry. Duties for this job include but are not limited to:

- Project invoicing which includes AIA Billing, Unit Price Billing & Time & Material Billing
- Prepare cash receipts for processing.
- Monitoring & Managing Accounts
- Maintain organized files to assist in future audits.
- Manage Collection Efforts
- Process MDNIP Requests

Requirements:

Excel

Construction Industry

Benefits include:

Health, Dental, Vision, Life insurance Offer

401K plan

Vacation

Paid Holidays

Specialty Groups is a company with a unique culture. We believe in safe work environments, giving opportunities to all, and treating our employees like family, making for a positive and uplifting experience. Join the SGI family today!