Accounts Receivable Specialist

Location: Troy, MI
Reports To: Finance Manager
Application Deadline: January 8, 2027

About Portable Church Industries

For more than 30 years, Portable Church Industries (PCI) has helped churches launch, grow, and multiply through proven systems, trusted expertise, and exceptional customer service. We are passionate about serving churches and creating solutions that help them reach their communities. We are seeking a detail-oriented and customer-focused Accounts Receivable Specialist to join our Finance team.

About the Role

The Accounts Receivable Specialist manages customer billing, payment processing, and collections from sale through final payment. This role is responsible for maintaining accurate customer accounts, following up on past-due balances, addressing billing inquiries, and supporting sound financial stewardship across the organization.

Key Responsibilities

Financial Administration

- Maintain accurate customer financial records from order entry through final payment.
- Process and post invoices, payments, credits, and deposits accurately and on time.
- Reconcile customer accounts, banking activity, and accounting records.
- Monitor accounts receivable aging reports and follow up on overdue balances via phone and email.
- Establish and track payment arrangements within company guidelines.
- Investigate and resolve billing, payment, and account discrepancies.
- Maintain sales tax records, process exemption certificates, and assist with sales tax filings.
- Escalate disputed or seriously delinquent accounts to management when appropriate.

Customer & Team Support

- Serve as a professional and responsive point of contact for customer account inquiries.
- Guide customers through billing, payment, financing, and account-related processes.
- Communicate account status and payment activity clearly and professionally.
- Partner with sales, operations, and leadership teams to resolve account-related issues.
- Balance excellent customer service with responsible financial management.

Organizational Stewardship

- Prepare reports and provide financial insights to support informed decision-making.
- Maintain documentation, reporting, and internal controls that support accuracy and compliance.

- Protect confidential information and company assets with integrity.
- Support the maintenance of critical business systems, records, and documentation.
- Identify opportunities to improve processes and increase efficiencies.
- Contribute to ongoing process improvement and organizational accountability.
- Perform additional duties as assigned.

Qualifications

Required

- Associate's degree or equivalent work experience.
- 2–4 years of experience in accounts receivable, billing, collections, or a related accounting role.
- Working knowledge of accounting principles and accounts receivable processes.
- Experience with QuickBooks or similar accounting software.
- Strong proficiency in Microsoft Excel and Outlook.
- Exceptional attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities independently.
- Ability to handle confidential financial information with discretion.

Preferred

- Bachelor's degree in Accounting, Finance, or Business.
- Experience with QuickBooks Desktop.
- Experience with sales tax reporting and compliance.
- Experience with electronic signature platforms and online banking systems.
- Experience working cross-functionally with sales and customer service teams.

Physical Requirements

- Ability to perform general office duties, including extended periods of computer use.

Why Join PCI?

- Be part of a purpose-driven company making a real difference.
- Work alongside a collaborative and supportive team.
- Enjoy opportunities for professional growth and development.
- Receive competitive compensation and a comprehensive benefits package.
- Experience the satisfaction of helping churches reach their communities every day.

Compensation & Benefits

The expected compensation range for this position is **$44,000 – $62,000 annually**, based on experience, qualifications, and training.

This would be listed at the bottom of the posting.

Our comprehensive benefits package includes:-

- Health Insurance
- Dental Insurance
- Vision Insurance
- Long-Term Disability Insurance
- Paid Time Off (PTO)
- Paid Holidays
- Personal Days

Our Hiring Commitment

We value the time and effort behind every application and review each submission carefully.
While we are unable to provide individual updates or feedback to all applicants, candidates selected for interviews can expect timely communication throughout the hiring process and notification of a final hiring decision once interviews are complete.

At PCI, all applications are reviewed by members of our team. We do not use artificial intelligence to screen, rank, or make hiring decisions regarding candidates. The people who join our organization are selected through human review, judgment, and conversation.

Apply today and become part of a team dedicated to helping churches reach their communities.