Insight Global, Raleigh, NC

Position: Accounting Coordinator
Duration: 6 cont. - hire
Location: RTP

Must Haves:
- Bachelor’s degree in Accounting or Finance
- Previous experience with computer applications, such as Microsoft Word, Excel and PowerPoint, and any other related accounting software

Pluses:
- Fluent in Spanish

Day to Day:
Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software. Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes. Perform other duties as assigned.

Position: Collections Specialist
Location: Durham, NC
Duration: 8 Months possible extension

Must Haves:
- Knowledge of general accounting principals
- Bachelor’s degree in Accounting or Finance
- Customer service skills, attention to detail, organizational skills

Pluses:
- Oracle experience
- Multi-lingual (French, Spanish, Portuguese, Asia Pacific languages a plus)

Main Job Tasks and Responsibilities
- Maintain up-to-date account statements
- Generate and send out invoices as needed
- Follow up on, collect and advise cash applications where to apply cash received
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform customer account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate customer aging reports as needed
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Investigate and resolve customer queries
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics

The best contact information for those who are interested is:

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