



Accounts Receivable Assistant

Location: Springfield, IL

Hours: 8:00 a.m. – 4:30 p.m. (Mon – Fri)

Salary: \$40,000 – \$55,000

Overview

At O'Shea Builders, our passion for building comes from within. Whether it's constructing spaces perfectly suited for healing, teaching, or serving customers, we are driven to help our clients thrive. But that only happens because we are committed first to building an extraordinary team of talented people. Working at O'Shea means that you are part of a highly skilled team that is deeply committed to professional excellence, client service, and a whole lot of fun. If you are driven to create exceptional construction experiences, we have a fantastic opportunity for you that includes challenging work in a great environment.

This person performs a variety of accounting and bookkeeping duties according to established policies and procedures. The ideal candidate will be responsible for managing the entire time and materials billing process, ensuring accurate and timely invoicing, and maintaining excellent client relationships. They will work closely with project managers, vendors, and clients to process billings, verify accuracy, and ensure that all receivables are collected promptly. This person is also a back-up for the front desk and will serve as the receptionist on Fridays.

What you'll do:

- Prepare and process time and materials (T&M) billings for construction projects, ensuring accuracy in calculating labor, materials, equipment, and any other project-related costs.
- Collaborate with project managers and field personnel to gather accurate data for time and materials used on each project. Verify labor hours, material costs, trade partner invoices, and other project charges.
- Monitor and manage the accounts receivables, ensuring timely invoicing and follow-up on overdue payments. Maintain communication with clients to resolve payment issues and discrepancies.
- Utilizes computerized accounting software programs (CMICs, Excel, Word) to perform duties and responsibilities.
- Ensure that all billing-related documentation is properly filed, organized, and compliant with company policies and client contracts. Maintain records of billings, payments, and adjustments.
- Work closely with the project management team to ensure billings align with project progress and client agreements. Review contracts and change orders to ensure accurate invoicing.
- Provide exceptional customer service to clients regarding invoices, payment terms, and any billing inquiries. Respond to client questions and discrepancies in a timely and professional manner.
- Prepare regular reports for management on the status of accounts receivable, including aging reports and collections efforts. Highlight any discrepancies or overdue accounts for resolution.
- Provide general receptionist duties one day each week and as necessary at other times.
- Guardian of the "O'Shea Way" financial procedures and processes.



3401 Constitution Drive
Springfield, IL 62711



2400 N. Main Street, Ste. D
East Peoria, IL 61611



502 W. Clark Street
Champaign, IL 61820



222 E. North Street
Decatur, IL 62523



- Other duties as assigned

What We Are Looking for in You:

- Strong understanding of time and materials billing processes.
- Knowledge of construction-related accounting practices.
- Familiarity with construction contracts, change orders, and lien waivers.
- Operates office equipment including personal computers, copiers, fax machines and 10-key calculator.
- Ability to sort, check, count, and verify numbers.
- Ability to work in a fast-paced environment, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof-reading skills and follow-up effectively with all staffing levels and clients/customers.
- Ability to work independently, self-starter, energetic.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations.
- Strong organizational skills and attention to detail.
- Ability to maintain process control and hold others accountable to processes.
- Proficient with CMIC, Word, Excel, PowerPoint, Outlook, Adobe.
- Ability to get along with different personalities and be a fully contributing Team Player.
- Comfortable using computer, telephone switchboard, copier, fax, postage, and UPS.

Qualifications

- High School Diploma or equivalent.
- Associate's degree, preferred.
- Minimum 5 years' administrative experience, construction experience preferred.
- 2 years' hands-on accounting experience preferred.
- Basic computer skills and word processing.
- Efficient with accounting software as well as Microsoft Office. (Word, Excel, PowerPoint), Windows, and Adobe. Willing to learn CMIC and Bluebeam.

Working Conditions

Physical effort (up to 50 pounds), keyboarding, sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Sedentary work. Occasional lifting/carrying up to 50 pounds.



3401 Constitution Drive
Springfield, IL 62711



2400 N. Main Street, Ste. D
East Peoria, IL 61611



502 W. Clark Street
Champaign, IL 61820



222 E. North Street
Decatur, IL 62523



What You'll Get

- Encouraging Environment: You'll grow and learn in a supportive atmosphere.
- A Lively Culture: Access to our well-equipped fitness center and on-site personal trainer, the annual O'Shea Team Appreciation party, and more!!
- Competitive Wage: We attract the best and we pay them well.
- Casual Dress: Every day is "Casual Friday."
- Convenience: This position is located in Springfield, IL, an ideal hub to explore central Illinois while Chicago and St. Louis remain just a highway's drive away.

Interested? Contact Shynisha Evans, Employee Development Coordinator at sevans@osheabuilders.com. Visit our website at www.osheabuilders.com.

****O'Shea Builders is an equal opportunity employer.*



3401 Constitution Drive
Springfield, IL 62711



2400 N. Main Street, Ste. D
East Peoria, IL 61611



502 W. Clark Street
Champaign, IL 61820



222 E. North Street
Decatur, IL 62523