

## ACCOUNTS RECEIVABLE / SALES OPERATIONS ANALYST

SPOKANE OFFICE



### Employment Type

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Full-Time

Immediate opening available.

### Benefits Offered

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Medical, Dental, HRA, Vision, Life/AD&D, 6 Paid Holidays, Paid Time Off (PTO), Competitive Pay

### Job Description

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Wilbert Precast, Inc. has an immediate opening for a Sales Operations Analyst. This person works on our accounting team focusing on shortening customer payment cycles through analysis of our quoting, distribution, invoicing and collections process.

The ideal candidate has a customer service mindset they bring to interactions with internal and external customers, understands sales process, and seeks to solve problems with technology. The role includes entering complicated invoices as well as designing new processes to save time and increase customer service.

Wilbert Precast, Inc. has grown dramatically in the last 30 years and the Sales Operations Analyst will work closely with leadership in all departments to identify and measure strategies that guide the company to a position of strength for years to come.

This position reports directly to the Corporate Controller.

#### Responsibilities:

- Oversee key functions of accounts receivable including invoicing, quote design, collections, cash reconciliation
- Develop and execute ideas to simplify sales process
- Design strategies to shorten A/R aging and improve cash collection
- Review certain sales and collections reports with Sales teams
- Assist in implementation of point of sale, invoicing, and CRM software

#### Qualifications:

- 3-5 years in accounting, sales, finance, customer service, account management or related roles
- Bachelor's degree preferred but not required
- Experience with process improvement
- Experience with technology implementation a plus
- Proficiency in Microsoft & Google programs

### How to Apply

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To apply submit a resume to Lori Ott at [lott@wilbertprecast.com](mailto:lott@wilbertprecast.com)