

Renovia Success Profile

Role/Title: Accounts Receivable Specialist	Department: Finance	Location: Indianapolis, IN
Reports To: Tim Jones	Date: October 26, 2020	
<p>Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.</p> <p>Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.</p> <p>At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.</p> <p>For more information about Renovia, visit www.renovia.com</p>		
<p>A. Job Summary The AR Specialist role is responsible and accountable for timely invoicing and collections from our customers and timely bill entry and payments to our vendors.</p>		
<p>B. Job Responsibilities</p> <ul style="list-style-type: none"> • Accounts Receivable • Customer contract review and invoice set up • Accounts Payable – entries and submissions (employees and vendors) • Monthly pre-close • Develop financial process improvements • Crew Compliancy – MyCOI & Financial Force Entries 		
<p>C. Competencies/Skills Required</p> <ol style="list-style-type: none"> 1. <u>Analysis/Reasoning</u> – examines data to grasp issues, draw conclusions and solve problems. <ul style="list-style-type: none"> • Evaluate systems of control and recommend improvements and efficiencies • Identify gaps, missing data from invoice request to creation • Compile, monitor incoming expenses for accuracy 2. <u>Accountability/Dependability</u> <ul style="list-style-type: none"> • Sales Invoice Posting • Cash Flow Forecasting • Timely and accurate entry of expenses 3. <u>Attention to Detail</u> <ul style="list-style-type: none"> • Contract Review prior to invoicing – confirming all required data is in line prior to invoicing client • Meeting teammate and customer expectations with timely, accurate invoicing per contracts 		

- Accurate entry of project related payables
 - Vendor statements – accuracy of charges and credits
4. Organization / Time Management
- Prioritize Key Action Items / Daily / Monthly / Quarterly
 - Anticipate impacts and risks of decisions and actions
 - See potential challenges that could cause cash flow issues
5. Fiscal Accountability
- Accountable for all aspects of receivables
 - Holds team members fully accountable to deliver results
 - Financial reporting to keep Controller and teammates informed of results
6. Communication Build bridges customers and between Renovia’s senior leaders, the finance team and other business units; encourage and seek feedback, share information within the finance team and be able to address and overcome objections.
- Use appropriate means of communication (emails, customer web sites, inner company memos)
 - Present financial information clearly, concisely and logically, focus key points
 - Keep senior leaders informed about financial progress and problems

C. Education/Knowledge/Requirements (*What education/knowledge/requirements are required to perform the job at a high level?*)

- AIA Software and Knowledge – Invoicing
- Sales Force and Financial Force experience
- Accounts Receivable – Collections Experience
- Accounts Payable – Reconciliation Experience
- Problem Solving / Self Manageable

Annual Outcomes/Measures of Success*

1. Meet Key Performance Indicators (KPI's) for Finance Team
2. Quarterly Initiatives
3. Update and Improve (Efficiencies) in both AR and AP
4. Collaborate with Sales and Project Mangers to achieve goals and timelines
5. Invoicing – Reduce days from invoice creation to date invoice is paid by customer