



DRYCO Construction, Inc.
Northern California's most complete pavement maintenance company.



Want a great job?

Collection Specialist Wanted

DRYCO Construction, located in the San Francisco Bay Area, is seeking a highly motivated, well-rounded individual to fill an Accounts Receivable /Collections Specialist position.

Sign-On Bonus! Plus Incentive Payouts Available

Job Qualifications

- Minimum Two Year AA Degree in Accounting or 4 years of accounting experience in Accounts Receivable and Collections.
- Good understanding of the Pre Lien process
- Excellent written and verbal communication skills.
- Excellent customer relations, problem solving skills.
- Highly detail orientated.
- Be able to work independently and be self-motivated.
- Must have solid computer skills.
- Job Type: Full-Time Position
- Salary: \$55,000.00 to \$70,000.00 / year

Job Duties Include:

- Maintain process and ownership of Accounts Receivable portfolio for DRYCO.
- Make collection calls/emails on past due accounts and enter notes in system
- The Accounts Receivable / Collections Specialist will confer with customers in an attempt to determine reason for overdue payment, reviewing terms of sales, service or credit contract with customer.
- Research short payments/disputed invoices and work with sales department to resolve issues.
- Update customer account information.
- Mail monthly statements.
- Maintain DSO of 45 days or less. Also A/R over 90 days to remain less than 10%.
- Record daily receipts and EFT's.
- Process daily bank deposits through remote deposit capture

About DRYCO

DRYCO puts an emphasis on family values and employee loyalty. Many employees have been with DRYCO for over 20 years, and many families have multiple generations at DRYCO. A leader in the commercial pavement maintenance industry for over 30 years and offers service in The Bay Area, Central Valley, and Northern California, DRYCO began

as an asphalt paving contractor, but has since added its own concrete, seal coat and striping and fencing divisions. DRYCO works with property managers, home owners associations, general contractors, engineering consultants, and building owners to keep their most valuable assets protected and maintained.

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