

HIGHMARK



Highmark Companies is accepting applications for an experienced **Accounts Receivable Specialist**. This position is responsible for managing and optimizing Highmark Companies' accounts receivable processes across all six companies. This role includes invoicing customers, processing payments, reconciling accounts, and ensuring timely collections. The Accounts Receivable Specialist will work closely with customers and internal departments to resolve billing issues and maintain accurate financial records and act as a liaison between the customer and the internal team at Highmark.

Pay: \$50K – \$60K annually

Responsibilities:

- Record payments timely and accurately from multiple different sources in the accounting software.
- Engage in timely follow up and maintain open lines of communication and customer service.
- Collects input from internal/external customers to determine if requirements are consistently met; identifies improvement opportunities by collaborating with employees and customers to develop action plans.
- Develops and implements communication plans to assist in communicating department activities and programs that convey our story and help to build strong collaborative partnerships.
- Manage the collections process by ensuring aging report is updated, customers receive statements, lien notices are submitted, and tasks are followed up on to collect payments.
- Collect payments by analyzing each customer's unique situation, create, and negotiate repayment of past due obligations consistent with guidelines and requirements.
- Works within the insurance industry and communicates with insurance adjusters and mortgage companies to abide by their requirements to get payments released.
- Customer Satisfaction. Project completion follow-up and is the main point of contact for issues that may arise with customer making online payments.
- Customer Payment Collections.
- Participate in special projects as needed.

What Highmark Companies offers to you:

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| • Competitive Base Salary | • 401K + Company Matching |
| • Health Insurance- Company pays 100% of employee premium | • Paid Holidays |
| • Health Savings Account | • Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work) |
| • Dental Insurance | • Profit Sharing |
| • Vision Insurance | • Paid Employee Referral Program |
| • Life Insurance | • Employee Discount Program |
| • Short-Term & Long-Term Insurance | • Great culture and team dynamic |

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The

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analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**

Qualifications:

- 5+ years' experience working in customer service, finance, accounting, or related fields.
- Ability to make quick decisions and complete tasks efficiently.
- Must possess strong organizational skills and attention to detail.
- Confidence when working with others and ability to get results from co-workers.
- Strong written and verbal communication skills.
- Ability to take full ownership of assigned duties.
- High level proficiency in computers including Microsoft Excel, Word, Outlook Etc.
- Experience in SAGE 300 CRE software preferred but not required.
- Experience or knowledge of the construction industry is a plus.
- Valid driver's license.
- Must pass a background check.
- Instill the 5 core values of Highmark: Trustworthy, Intentional, Driven, Humble & Wise.

