



Five Star Hiring

A/R Specialist

Location: West Chester, PA

About the Opportunity

The A/R Specialist is responsible for monitoring billing and revenue transactions while ensuring accuracy and consistency with company accounting policies. This role supports operations staff, assists with reporting and analysis, and helps maintain strong customer service standards within a multi-site environment.

Responsibilities

- Process and review accounts receivable and revenue transactions.
- Support operations staff with questions and solutions.
- Record enrollment changes and customer refunds.
- Develop reports and analyze financial information.
- Assist with audits and maintain accurate documentation.
- Protect confidential information and maintain professionalism.

Essential Skills & Experience

- Associate degree in business/finance or equivalent experience.
- Experience with accounting systems and reporting tools.
- Intermediate Excel proficiency.
- Strong communication and organizational skills.
- Attention to detail and high ethical standards.

Interested in applying?

Visit www.fivestarthiring.net/job-seekers to apply and learn more about current opportunities.