



5308 County Road 154 Glenwood Springs, CO 81601 | 970.945.8775  
910 Nottingham Road N12 PO Box 8944 Avon, CO 81620 | 970.476.7005

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**Job Title:** Administrative and Accounts Receivable Clerk

**Department:** Admin

**Employment classification:** Full-time position, non-exempt

**Schedule:** M-F, between 8:00am-5:00pm

**Location:** Glenwood Springs, CO (Not eligible for remote work)

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**Job Summary:**

Employee provides excellent customer service to the office, vendors, and customers. Performs administrative office duties to support the team, customers, and managers in daily responsibilities. Collaborate with all departments to invoice revenue. Perform accounts receivable duties and facilitate customer billing communication. Enrich customers' lives by providing a quality customer-driven service experience with each interaction.

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**General Qualifications:**

1. Two years of administrative/accounts receivable experience
2. Strong computer skills and experience with Microsoft products and accounting software.
3. Effective communication skills and time management skills
4. Experience supporting multiple managers/teams

**Physical Requirements:**

1. Sit at a desk minimum of 8 hours per day
  2. Operate technology and computer efficiently
  3. Must be able to lift and carry 25+ pounds
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**Office Reception & Management:**

1. Responsible for answering office phone calls and directing them to the person who can most efficiently help the client
2. Greet in office visitors and direct to proper personnel
3. Manage office, stock supply room and printers to ensure organization and constant readiness for use
4. Keep front office clean and organized and manage outside cleaners for bi-weekly cleaning schedule
5. Manage coffee, water, and snack supply for the breakroom and warehouse team
6. Manage company mail to ensure employees receive their direct mail and outgoing mail is properly stamped

**Accounts Receivable:**

1. Update customer billing, payment, note and account information in Evosus to streamline customer experience
2. Prepare billing invoices for all departments. Ensure proper accounting treatment in Evosus for items, inventory, and contracts. Send billing to customers. Answer customer inquiries or direct to proper department as needed.
3. Apply payments to customer accounts. Facilitate billing collection including collection calls. Prepare monthly account statements and send them to customers. Progress towards increasing revenue and decreasing accounts receivable days outstanding
4. Prepare bank deposits

**Manager Support:**

1. Assist all Leadership Team members with administrative tasks.
  2. Aid in department managers' and staff correspondence, as requested
  3. Support in the preparation of rooms for trainings, meetings, and events
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**Follow all policies and procedures of Colorado Poolsapces, Inc.**

- located in the employee manual/handbook
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**Supervision Received:**

- Works under Chief Financial Officer
  - Works all teams, as needed, in resolving problems.
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**Team Collaboration:**

- Chief Financial Officer – daily
  - Administrative Team members – daily
  - Managers and Leadership - daily
  - Customer – daily
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**Growth and Development:**

1. On-the-job training with the Chief Financial Officer
  2. Additional training in Admin and Finance functions
  3. Opportunity for growth throughout the organization
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**Core Focus:**

Enriching Lives – We believe that we enrich our employees, owners, clients, and vendors by using our core values and believing we do the right thing.

**Core Values:**

**Quality** (Workmanship/Efficiency/Present Ideas and Solutions)

**Does Right Thing** (Honesty/Integrity)

**Customer Driven** (Customer Service, Communication)

**Team Player** (Works well with others, positive attitude)

**Initiative** (Self-motivated, innovative)

**Dedicated** (Hardworking/Engaged)