

Accounts Receivable Specialist

Description

COMPANY OVERVIEW:

CREO Industrial Arts is a custom fabricator that has been producing high-end architectural products for over 30 years. We execute the vision of the world's finest architects, experiential graphics designers, landscape architects, and exhibit designers, producing extremely high fit and finish custom products for a wide variety of venues.

From the smallest, most detailed piece to large, multi-story structures, CREO does it all. Every project is different, but what they all have in common is the sophistication of the design and the industry's highest standard of quality.

Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work closely with project managers to generate invoices every month, making sure that sales tax and retainage are accurately reflected
- Submit invoices to customers via mail, email and several specialized customer portals
- Maintain state and local sales tax rates in our ERP system
- Receive and enter customer payments that arrive via ACH, Paypal and printed check into our ERP system. Deposit checks to bank via optical reader.
- Advise project managers regarding current status of Accounts Receivable aging.
- Possess a detailed knowledge of project management concepts in order to assist project managers in shaping their detailed estimates and bids, and transferring projects won into our ERP's costing system
- Update the ERP system with any change orders that arise.

Qualifications

QUALIFICATIONS:

- 4 year university degree or 3 years direct experience in an accounts receivable role
- Experience using a mid-market ERP system

DESIRABLE QUALIFICATIONS:

- Experience using ERP system Acumatica, Microsoft Dynamics, or Sage 100

Job Benefits

WORKING HOURS:

Day Shift; Hybrid Schedule

Hiring organization

CREO Industrial Arts

Employment Type

Full-time

Job Location

8329 216th St. SE, 98072, Woodinville, WA

Base Salary

\$ 23.00 - \$ 26.00

Date posted

December 1, 2025

COMPANY SALARY/BENEFITS:

CREO offers a great career growth culture, competitive salary, holidays, vacation, comprehensive benefits including medical, dental, vision, life, AD&D, LTD coverage, and a 401(k) plan.

Contacts

If this position sounds like a perfect fit for you **Apply Today** by submitting your resume to careers@creo-ia.com

CREO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.