

Accounts Receivable Administrator

Location: Central Texas | **Position Type:** Full-Time

Reports To: Assistant Operations Manager

Salary range: \$18 - \$20 per hour

McNamara Custom Services, Inc. is seeking a detail-oriented and people-savvy individual to step into the role of **Accounts Receivable Administrator**. You'll begin by working alongside our current A/R lead, learning our systems and processes, and gradually transitioning into full responsibility for the function as she moves into her new role as Assistant Operations Manager.

This position is ideal for someone who enjoys structure, communicates with confidence and kindness, and takes pride in keeping accounts clean and up to date. Please submit resumes to careers@acandplumbing.com

What You'll Be Doing:

- Learning and supporting existing Accounts Receivable operations during a structured training period.
 - Communicating with customers regarding invoices, payment schedules, and account updates.
 - Generating and sending invoices and statements.
 - Recording payments and reconciling customer accounts.
 - Collaborating with internal teams to resolve billing discrepancies.
 - Maintaining accurate records in our accounting software (QuickBooks & Spectrum).
 - Taking ownership of A/R responsibilities following the handoff from the current A/R Lead.
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You Might Be a Great Fit If You:

- Thrive in a structured, organized environment.
 - Enjoy talking with people and solving problems with a friendly, respectful tone.
 - Take pride in getting the details right—every time.
 - Appreciate thorough training and a clear roadmap to success.
 - Are dependable, steady under pressure, and motivated by doing things the right way.
 - Want to support a company that values your time, your voice, and your growth.
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Qualifications:

- 2+ years in accounts receivable, billing, or a related admin role.
 - Strong communication and follow-up skills (written and verbal).
 - Familiarity with accounting software (QuickBooks or Spectrum experience is a plus).
 - Proficient in Microsoft Excel and Word.
 - High school diploma or GED required.
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Benefits:

- Health, dental, vision, & supplemental insurance available
- Paid Time Off