1910 Legacy Enterprises is an employee-owned (ESOP) organization and the parent company of White Electrical and Axis Energy. Founded in 1910, the company provides electrical construction, service, and energy solutions throughout the Southeast and beyond. Built on more than a century of craftmanship, trusted relationships, and responsible growth, 1910 Legacy Enterprises remains focused on delivering value to its customers, employees, and communities.

At the heart of 1910 Legacy Enterprises is our mission: Building a Legacy of People and Partnership. As an employee-owner, every team member shares in both the responsibility and success of the company. Our culture is grounded in four core values - Safety, Integrity, Ownership, and Teamwork— which guide how we serve our customers, support one another, and conduct business every day.

POSITION TITLE: Accounts Receivable Supervisor
REPORTS TO: Controller

ROLE PURPOSE:

The Accounts Receivable Supervisor is responsible for preparing accurate customer billings, managing accounts receivable activities, and supporting the company's cash flow across service work, time and material (T&M) projects, and large contract billings. This position manages the billing process from invoice preparation through collection by ensuring customer requirements are met, supporting documentation is complete, payments are received, and customer accounts are maintained.

Working closely with Project Managers, Service Managers, Branch Managers, customers, and the Accounting team, this position serves as the primary point of contact for billing and collection activities. The Accounts Receivable Specialist researches billing discrepancies, resolves customer account issues, monitors outstanding receivables, and provides the financial support needed to help projects progress from start to closeout.

KEY RESPONSIBILITIES:

Billing

- Prepare customer invoices for service work, time and material (T&M) projects, and contract billings.
- Process progress billings in accordance with customer contract requirements.
- Verify labor, material, equipment, subcontractor, and miscellaneous charges before billing.
- Review work orders and supporting documentation for billing accuracy.
- Submit invoices through customer billing portals when required.
- Prepare billing backup documentation including timesheets, work tickets, purchase orders, and lien waivers.
- Resolve billing discrepancies before invoices are submitted.

Accounts Receivable & Collections

- Monitor customer accounts to maintain accurate accounts receivable balances.
- Contact customers regarding outstanding invoices while maintaining positive business relationships.
- Maintain collection notes and follow-up schedules.
- Escalate collection issues when appropriate.
- Assist with month-end accounts receivable reconciliation.

Customer Support

- Respond to customer billing questions in a timely and professional manner.
- Work with Project Managers and Service Managers to resolve invoice disputes.
- Maintain accurate customer billing information.
- Build positive working relationships with customers and internal teams.

Reporting & Documentation

- Maintain organized billing and collection records.
- Assist Accounting with month-end reporting.
- Maintain confidentiality of financial information.

QUALIFICATIONS:

- Three (3) to Five (5) years of billing and accounts receivable experience, preferably within the construction or electrical construction industry.
- Proven ability to manage service billing, time & material (T&M) billing, contract billings, and progress billings with accuracy and attention to detail.
- Strong working knowledge of accounts receivable processes, collections, customer account reconciliation, and payment applications.
- Proficiency using ERP/accounting systems and advanced Excel skills to manage billing activities, reporting, and customer account information.
- Ability to review contracts, work orders, purchase orders, and supporting documentation to prepare accurate customer invoices.
- Excellent communication and customer service skills with the ability to work effectively with Project Managers, Service Managers, Branch Managers, customers, and internal Accounting staff.
- Strong organizational skills with the ability to prioritize multiple projects, meet deadlines, and manage competing priorities in a fast-paced environment.
- Experience with AIA billing, customer billing portals, lien waivers, and supporting documentation is required.
- Experience with Viewpoint Vista is preferred.