

CID DESIGN GROUP

Finance | Accounts Receivable

If you believe in ...

- ... respect *and* humility
- ... *caring* for others and your work
- ... a can-do *positive* attitude
- ... being a *curious* student for life
- ... asking questions and *listening*
- ... *detail* and nothing left to chance
- ... fresh yet *timeless* design
- ... knowing *how to construct* what you are imagining
- ... resourcefulness and the *value* of a dollar
- ... doing what it takes to complete projects *on time*
- ... professionalism
- ... *teamwork*
- ... *giving* back + forward!
- ... realizing the client's vision
- ... the job not being done until the client is *thrilled*

We exist to...

“to create *THE* space that pushes boundaries, engages, and moves people.”

CID Design Group is a 35+ year old national and international, multi-disciplined boutique Interior Design firm in Naples, FL, seeking likeminded, talented, motivated, and forward-thinking people. We are a fast-paced, design firm that is growing with great opportunity for the right person. Our portfolio includes projects coast-to-coast in over 35 states, 60 cities, and across North America. We focus on: multi-family, hospitality, and commercial design in both new development and renovation. At CID “We Care about Everything” – Our clients, our people, our families, our community, our work, thinking outside the box, resourcefulness and making a difference every day.

**If this sounds like you, contact us for the nitty gritty!
apply@cid-designgroup.com**

Please Submit:

- Resume
- Salary History
- References
- Quantify as infographic or scale (1-10) expertise in the following:
 - Excel
 - Outlook
 - Word
 - PowerPoint

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ESSENTIAL JOB FUNCTIONS:

- Respond to manager and client inquiries and perform clerical tasks related to maintaining the accounts receivable records
- Prepare and send customer statements and invoices
- Calculate and post cash receipts
- Reconcile related general ledger accounts
- Prepare weekly and monthly receivable statements
- Compile, sort and file all documents
- Make copies of all checks, complete deposit slips and make bank deposits
- Work with clients to verify status of delinquent accounts and solicit payments on overdue accounts
- Provide backup support to other groups in the accounting department, type periodic reports and perform other general administrative duties

REQUIREMENTS:

- Associate Degree in Business Administration or Finance with significant Accounts Receivable experience.
- 3-5 years Accounts Receivables experience
- Familiarity with accounting programs and software
- Basic understanding of principles of finance, bookkeeping and accounting
- Experience in professional services industry a plus
- Accounts payable experience a plus
- Exceptional organizational skills
- Ability to prioritize and respond quickly
- Attention to detail
- Strong customer service skills
- Ability to complete work on schedule
- Highly developed MS Office skills

COMPENSATION/BENEFITS:

- Salary is based upon experience
- (10) Paid PTO Days
- (10) Paid Holidays
- Health Insurance Eligible after 30 Days
- 401K Eligible after 1 year
- Continued Education Opportunities
- Healthy Life Reimbursement

HOURS: 8:30 – 5:30, Mon through Fri

REPORTS TO: Director of Finance

Salary: \$38,000 - \$42,000 Based on Experience