

JOB DESCRIPTION

ROLE: Accounts Receivable Specialist

LOCATION: Nashville

SALARY: \$55K-\$60K



ABOUT US_

At Talon, our mission is to unlock the full potential of out of home, making it more effective, creative, measurable and sustainable than ever.

We're passionate about OOH and are on a mission to drive the growth of this sector within the media industry. In just over a decade, our desire to offer intelligent, creative, technology-led OOH solutions and a full-service OOH offering saw us grow into a team of over 450+ people located in key cities across the globe. In that time, we have been awarded for our approach to our people, our clients and our industry. We hire the finest talent to help us unlock the full potential of the Out of Home (OOH) environment for our clients; and pride ourselves on the individuals who represent our business.

OUR VALUES AND HOW WE WORK TOGETHER_

| WE ARE BOLD_ | WE ARE HUMAN_ | WE ARE SMART_ |
|--|--|---|
| <p>As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships</p> <ul style="list-style-type: none">• We embrace change• We challenge respectfully• We lead the way | <p>We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return</p> <ul style="list-style-type: none">• We value collaboration and togetherness• We are empathetic• We embrace individuality | <p>Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients</p> <ul style="list-style-type: none">• We grow and learn• We are trusted• We are mission possible |

THE ROLE_

Talon has an exciting opportunity for an Accounts Receivable Specialist to join our Nashville Finance team. The successful candidate must be a team player, ideally with strong AR/Media background. The ideal candidate is professional, capable of managing and prioritizing tasks in a fast-paced environment, and extremely self-motivated. This is an excellent opportunity to join our growing team!

RESPONSIBILITIES AND RELATIONSHIPS_

- Implement and document new processes
- Perform weekly reviews of accounts receivable aging, ensuring all collectable debt is being actively chased
- Contact clients to settle payment issues and establish payment plans as required
- Manage implementation of Plato US within the current accounts receivables processes
- Responsible for any accounts receivable audit requests

WORKING HABITS AND CORE SKILLS_

- **BOLD:**
 - Attention to detail required
 - Ability to handle multiple tasks
 - Exceptional work ethic
- **HUMAN:**
 - Excellent communication skills, both written and verbal
- **SMART:**
 - Strong organizational and analytical skills



Talon is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment where all individuals can thrive. We seek to employ and develop a workforce representative of the markets that we serve and brands that we represent.

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YOUR EXPERIENCE AND QUALIFICATIONS_

- Excellent attention to detail
- Experience in Media sector preferred but not essential
- Highly proficient in MS Excel
- Flexible with the ability to work under pressure to meet deadlines
- Self-motivated with a positive and can-do attitude
- Ability to develop strong relationships across Talon and maintain credibility with a range of stakeholders
- Flexibility and willingness to embrace change and new opportunities
- NetSuite experience preferred but not essential

BENEFITS INCLUDE

| | |
|--|---|
| 401K with employer matching | Enhanced paid family leave |
| Life Insurance | Birthday leave |
| Health, dental and vision | Voluntary/Charity leave |
| Generous PTO | Regular all staff educational workshops |
| Feel Good allowance of \$50 per month | Training allowance |
| Smarter Working (hybrid working, early Friday finish, and summer hours!) | Phone allowance |

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TALON_
Think outside

