



Brothers Fire Protection

Elk River Office
9950 East Highway 10
Elk River, MN 55330

Telephone: 763-441-
2290
Fax: 763-441-5010

St. Cloud Office
600 25th Ave. S., Suite 105 Telephone: 218-727-3996
St. Cloud, MN 56301 Fax: 763-441-5010

Telephone: 320-229-2990
Fax: 320-229-2970

Duluth

Brothers Fire Protection Co. Job Description

Job Title:	A/R /Collections Asst.	Industry:	Construction
Reports To:	Office Manager	Posting No:	20120131-1
Department:	Acctg/Admin	Hours:	M – F 8:30 – 4:30
Location:	Elk River, MN	Pay:	Hourly \$8.00 - \$12.00

Note: Education, Experience and Skill Levels must be met in order to be considered for this position. Please, no phone calls or walk-ins.

Basic Function:

Job Duties include but are not limited to the following: collections, accounts receivable, billing, typing/data entry, filing, answering phones, faxing, copying, mail distribution, job setup and close outs.

Education, Experience and Skills:

Associates Degree and construction accounting experience preferred.. **Two years proven effective collection experience required.** Proficient in Microsoft Office and Excel. Experience with Timberline Software a plus. Exceptional candidates will be professional, self-motivated, well organized and detail oriented with the flexibility and ability to prioritize and handle multiple tasks.

Brothers Fire Protection Co. offers a competitive salary and benefits including: health, dental, life, LTD and AD&D insurance, 401K, HSA and Section 125 Plan. For Immediate consideration, please forward resume with salary requirements to: Human Resources (hr@brothersfire.com). You may also mail or fax your information to:

Human Resources
Brothers Fire Protection Co.
9950 East Highway 10
Elk River, MN 55330
Fax 763.441.6868
www.brothersfire.com

*Sales / Estimating / Design / Installation / Inspections / 24 Hour Emergency
Service & Repair*

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