

# Accounts Receivable

**REPORTS TO:** Director of Human Resources

**FLSA STATUS:** Non-exempt

## **JOB SUMMARY**

Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions. Duties include preparing and recording assets, liability, revenue, and expense entries; they also maintain and balance subsidiary accounts, produce payroll, complete month-end / year-end reports, and maintains information for the administration, board members, and auditors.

## **EDUCATION / EXPERIENCE:**

- Associate's degree in Accounting with a minimum of 2 years experience in accounting and / or bookkeeping.
- Basic PC experience with Windows, Microsoft Office Suite, and spreadsheets.

## **REQUIRED SKILLS:**

- Attention to detail.
- Demonstrates a serious commitment to accuracy and quality while meeting goals and deadlines.
- Ability to handle confidential and sensitive information.
- Comprehensive knowledge of applicable accounting rules for the non-profit industry.
- Ability to work in a team setting and maintain positive relationships.

## **RESPONSIBILITIES (INCLUDE BUT NOT LIMITED TO):**

- Prepare and record assets, liabilities, revenue and expense entries by compiling and analyzing account information.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies.
- Prepare Deposits.
- Prepare Month-end / Year-end Reports.
- Prepare monthly bank reconciliations.
- Client payroll.
- Support auditors for yearly inspection of financial reports.
- Identify overdue accounts and contact clients with overdue invoices and attempt to collect overdue amounts or negotiate payment plans. This may involve working with third-party collection agencies on delinquent accounts.

## **PHYSICAL REQUIREMENTS:**

- Frequent sitting, standing, bending, walking, and reaching.