

Position Title:	<b>Accounts Receivable Specialist</b>	Department:	<b>Accounting</b>
Reports to:	<b>Controller</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	<b>12-17-2019</b>	Supervises:	Yes No <b>X</b>

The primary focus of this position is being responsible for Accounts Receivable.

**Principal Activities:**

- Identify, code and process incoming program receipts and payments
- Prepare receipts for deposit; post to GL on daily basis
- Record all electronic cash receipts
- Process AR information submitted, inform Program Directors of amounts past due
- Maintain and monitor individual AR account balances
- Process credit card donations and refunds
- Reconcile AR ledger to General ledger monthly
- Process and maintain records on returned checks
- Maintain all supporting documentation relating to Accounts Receivable
- Review and post AR journals, as required an upon approval
- Serve as financial resource to program staff and administrative departments, as assigned
- Assist with the annual budgeting process
- Assist with the preparation for the annual audit
- Assist in development and implementation of internal controls and process enhancements
- Support the agency's mission through assisting or leading special projects

**Other Duties as Assigned:**

- Support the agency's mission through assisting or leading special projects. Perform other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Maintain effective organizational and interpersonal skills including written and verbal communication skills
- Have a proficient knowledge of MS Office tools and be computer-savvy with electronic documentation processes
- Ability to operate a 10-key calculator
- Knowledge of basic bookkeeping procedures
- Ability to meet deadlines while managing multiple projects
- Be able to identify and resolve problems in a timely manner; gather and analyze information skillfully
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables
- Accept responsibility for one's own actions and follow through on commitments
- Take initiative and independent action; asks questions wisely and as necessary
- Be committed to the agency's mission and objectives

### **Additional Qualifications**

- AA in Accounting or related field, and/or five years of experience in accounting, preferably in not for profit setting
- Able to pass background check
- Ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*