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| **Position title:** Accounts Receivable Accountant | **Reports to:** Director of Finance |
| **Department:** Finance | **Status:** Full time |
| **Position type:** Sr. Staff | **Relevant work experience:** |

**Job Summary:** AR Accountant will own the day-to-day receivables and revenue operations, serving as the primary person to process, track, and collect on goods sold, services rendered, and donations received. This accounts receivable professional will also need to work well with the Finance team and other internal departments to facilitate accounting processes and procedures.

**Essential Duties:**

* Post customer payments by recording cash, checks, ACH’s, and credit card transactions.
* Track and resolve outstanding payments and generate AR aging reports on a weekly basis
* Reconcile donation logs from Blackbaud with Development department
* Track incoming grant revenue on Excel
* Deposit cash and checks to bank account on weekly basis
* Reconcile petty cash on a regular basis
* Work with various Business departments on their sales receipts
* Work across different subledgers (Toast, Square, and Shopify) and reconcile reports to QuickBooks
* Communicate with customers on their outstanding balances
* Create and maintain different reports related to accounting and finance
* Assess and investigate documents to resolve discrepancies in accounts
* Support other members of the Finance team when needed

**Education and or Experience:**

* Bachelor’s degree preferred or 3+ years’ experience working in a similar AR role
* Proficient in Microsoft Outlook, Word, and Excel.
* Experience with QuickBooks Enterprise highly preferred
* Knowledge of Generally Accepted Accounting Principles preferred
* Team player, open to helping the team whenever necessary
* Detail oriented and organized
* Ability to build relationships with customers and internal departments.
* Challenge seeker and problem solver; eagerness to learn new things
* Experience working with individuals of diverse backgrounds
* Strong ethical and moral fortitude

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**