



## JOB DESCRIPTION

Job Title:	<b>Accounts Receivable Specialist</b>
Reports to:	Senior Accountant
Supervises:	None
Job Code:	125
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$55,000

### Position Summary:

We are seeking a detail-oriented and motivated Accounts Receivable Specialist to join our finance team. The Accounts Receivable Specialist will be responsible for managing the organization's accounts receivable processes, ensuring accurate and timely invoicing, collections, and reconciliations. This position offers an opportunity to contribute to our mission by maintaining financial stability and supporting the organization's overall financial health.

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### Essential Job Functions:

#### Compliance

- Generate and distribute invoices to clients or providers in a timely manner, ensuring accuracy and completeness of billing information.
- Monitor accounts receivable aging reports and follow up on outstanding balances promptly.
- Communicate with clients or providers regarding billing inquiries, discrepancies, and payment arrangements.
- Process incoming payments, including checks, credit card payments, and electronic transfers, and accurately apply them to the appropriate accounts.
- Reconcile accounts receivable ledger to ensure all payments are properly posted and accounted for.
- Collaborate with internal teams, including program managers and development staff, to resolve billing issues and discrepancies.
- Prepare periodic reports on accounts receivable status, including aging analysis and cash flow projections.
- Assist in month-end and year-end close processes, including account reconciliations and financial reporting.
- Stay updated on relevant accounting regulations and best practices to ensure compliance with nonprofit financial standards.

### Financial Transactions and Reporting:

- Prepare DEL Workbooks for all ACH transfers for provider disbursements.
- Prepare DEL workbooks and supporting documents monthly for:
  - VPK Advance, VPK, SR, APRA/Grant Funding, Admin (SHV, SR, VPK); SLOT: SR, VPK, and Match.
- Enter Provider AR items into Abila.
- Prepare, review, and provide accuracy of Monthly Invoices, ARBs, ARCs, and backup documents for:
  - OC ARPA, OC Match, and Valencia CCampus.
- Cash Receipts Deposits.
- Orange County Grant Invoicing and Documentation:
  - SAMHSA, MATCH, ARPA, and Sector- Early Literacy.
- Program Invoicing and Documentation:
  - EHS, Assessments, PD, and Valencia CCampus.
- Input ARB, ARC, CR into MIP.
- Grant Deferred to Revenue monthly entries.
- Grant Budgets and Snapshots.
- Audit documentation/evidence.

This comprehensive list outlines the various responsibilities and tasks associated with the Accounts Receivable Specialist role in a nonprofit organization, emphasizing compliance, financial transactions, reporting, and documentation.

### Customer Service Support

- This position requires exceptional customer service skills as the incumbent will be responsible for interacting with School Readiness (SR) and Voluntary Pre-kindergarten (VPK) providers.
- Effectively communicate with providers to offer technical assistance and ensure program compliance.
- Involves addressing concerns and issues related to provider rates, care level, and match, demonstrating a commitment to resolving inquiries promptly and professionally.
- Expected to engage in clear and helpful communication with childcare providers through various means, documenting interactions systematically.
- Foster positive relationships with childcare providers, contributing to the overall success of the reimbursement process and program compliance.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

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### Qualifications:

- Strong attention to detail is crucial for accurately processing invoices, payments, and reconciliations. The ability to spot discrepancies and resolve issues is essential for maintaining accurate financial records.
- Effective communication skills are necessary for interacting with clients, donors, internal staff, and other stakeholders. This includes clear written and verbal communication to

address billing inquiries, resolve discrepancies, and provide updates on accounts receivable status.

- The ability to organize and prioritize tasks efficiently is essential for managing multiple invoices, payments, and deadlines effectively. An accounts receivable specialist should be able to handle a high volume of transactions while meeting deadlines and maintaining accuracy.
- The capacity to identify and resolve billing discrepancies, payment issues, and other challenges independently is important. Problem-solving skills are valuable for addressing complex billing scenarios and implementing solutions to improve processes.
- Collaboration with other members of the finance team, as well as with program managers and development staff, may be necessary. A collaborative attitude and willingness to work with others to achieve common goals are beneficial.
- Upholding ethical standards and maintaining confidentiality regarding financial information is essential. Nonprofit organizations often handle sensitive financial data, and trustworthiness is critical in this role.
- Nonprofit organizations may experience fluctuations in funding, changes in regulations, or other external factors that impact financial operations. The ability to adapt to changing circumstances and learn new processes or software as needed is valuable.
- A genuine interest in the mission and goals of the nonprofit organization can be advantageous. An accounts receivable specialist who is passionate about the organization's cause may be more motivated to contribute to its success.
- Aptitude for excellent organizational skills, including the ability to meet deadlines and work effectively under pressure.
- Ability to operate a personal computer, with knowledge of various computer software applications, particularly in word processing, spreadsheet, and accounting database software (such as MS Word, Excel, and PowerPoint).
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- The employee is frequently required to stand, walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.
- Ability to solve problems and deal with a variety of variables.
- Must possess a valid Florida Driver's License with ability to travel to and from work, make participants visits and to travel to off-site locations.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.
- This position requires interaction with children birth to five years of age at coalition community and volunteer events.
- This position will require remote/hybrid work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed

to work with vendors/families and co-workers. You will also provide the address for your Telework location.

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### **Education and Experience:**

- Bachelor's degree in accounting, finance, business administration, or a related field is often preferred. However, equivalent work experience may be considered in place of formal education from an accredited college.
- Prior experience in accounts receivable or a similar financial role is typically required, with at least 2-3 years of relevant experience preferred.
- Experience specifically within a nonprofit organization or knowledge of nonprofit accounting principles is highly desirable.
- Familiarity with accounting software.

*(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)*

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