



JOB ANNOUNCEMENT

Community & Family Services

www.communityandfamilyservices.org

POSITION TITLE: Accounts Receivable Clerk
RESPONSIBLE TO: Finance Director
LOCATION: 1015 W. Washington St., Hartford City, Indiana
WORK SCHEDULE: M-F 8am – 6pm – some extended evening hours & weekends may be required

RESPONSIBLE FOR: The Accounts Receivable Clerk is a full-time, non-exempt position which oversees and aids in certain accounting and financial aspects within the organization, responsible for collecting payments from clients and customers, coordination of claim submissions to contracted funding sources, and upkeeps a well-maintained system of accounting records.

STATUS: **Full time Regular, Non-exempt**

PAY RANGE: **\$14.00 - \$15.00 P/HR.**

BENEFITS: **Paid time off, health insurance, employee paid 401K**

KNOWLEDGE, SKILLS, & ABILITIES

- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting preferred.
- At least two years of related experience required.
- Exceptional Excel skills and proficiency in Word and Outlook required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

JOB DESCRIPTION: See attached job description

CONTACT: Send application, letter of interest & resume to: bcowgill@comfam.org.

ACCOUNTS RECEIVABLE CLERK



**COMMUNITY
& FAMILY
SERVICES**
"Empowering People to Improve"

RELATIONSHIP

Supervised By: Finance Director
Supervises: None

COMMUNITY ACTION PROMISE

All employees of Community & Family Services must have the capacity to embrace the Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

POSITION SUMMARY

Oversees and aids in certain accounting and financial aspects within the organization, responsible for collecting payments from clients and customers, coordination of claim submissions to contracted funding sources, and upkeep a well-maintained system of accounting records.

SUPERVISORY RESPONSIBILITIES

- None

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Excellent verbal and written communication skills.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organizational skills and attention to detail.

ACCOUNTS RECEIVABLE CLERK



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RESPONSIBILITIES

- Prepares, posts, verifies, and records customer payments, donations, claim payments, and transactions related to accounts receivable.
- Creates invoices according to the organization's practices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Develops, implements, and maintains claim processing system and maintains files and recordkeeping.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
- Creates reports regarding the current status of customer accounts as requested. Researches customer discrepancies and past-due amounts with the assistance of the Finance Director.
- Collaborates with the Finance Director to reconcile accounts receivable on a periodic (at least bimonthly) basis.
- Assists in generating monthly billing statements based on the general ledger.
- Assists Finance Director in reconciling revenue accounts each month.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Relays changes of information to appropriate employees.
- Performs other related duties as assigned.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting preferred.
- At least two years of related experience required.
- Exceptional Excel skills and proficiency in Word and Outlook required.

PHYSICAL REQUIREMENTS

- Able to remain in the seated position in short intervals or for lengthy time-frames.
- Raising or lowering an object from one level to another (includes upward pulling) 25-50 lbs.
- Must be able to travel to CFS satellite offices, out-of-town meetings, and/or trainings.

OTHER REQUIREMENTS

- Must possess a current driver's license with liability insurance and have a good driving record.
- Must be able to be insured by our Insurance Carrier if driving a CFS vehicle, leasing, or conducting CFS business in personal owned vehicle.
- Must be able to pass drug and alcohol screenings.
- Must pass a Criminal Background Check.