

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## ACCOUNTS RECEIVABLE LEAD

### POSITION SUMMARY:

Directs and coordinates the Accounts Receivable and Credit and Collections functions including parents billing, collections. Prepares relevant general ledger account analyses and supports the monthly financial reporting process.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Finance Manager
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Core responsibilities include but not limited to: Complete adjustments to monthly classroom attendance entry, process credit card payments, mail invoices and all past due notices, record all parents payment in the system, annual tax forms.
- Responsible for the timely completion of agency-wide attendance data entry by the specified department deadlines.
- Responsible for all activities in the accounts receivable function. Manages collection activities such as sending follow-up inquiries, negotiating with past due accounts, keeping track of cash receipts and referring accounts to collection agencies as necessary.
- Reviews collection reports to ascertain status of collections and balances outstanding and evaluates effectiveness of current collection policies and procedures.
- Prepares ad-hoc monthly reports for management review. Reconciliation of accounts receivable balances and customer statements.
- Audits delinquent accounts considered to be uncollectable to ensure maximum efforts have been taken to collect.
- Ownership for the monthly AR close process including reconciliation of the AR sub-ledger to the General Ledger.
- Responsible for RCEB billing.
- Responsible for the preparation of monthly food claim to the State.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- AA in Accounting and a minimum of 1-2 years related accounting experience, or equivalent combination of education and experience. BS in Accounting or Finance desired.
- General knowledge of accounting practices, including processing invoices for payment, journal entries, account reconciliation and analysis. Knowledge of principles, practices, regulations, and procedures as they relate to Accounts Receivables.
- Experienced with Microsoft Excel, Word, Outlook
- Familiarity with accounting software a plus (Financial Edge )
- Bilingual English/Spanish required

### COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at [www.kidango.org/Careers](http://www.kidango.org/Careers)

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.