***Rural Community Assistance Corporation***

**Job Description**

***Accounts Receivable Specialist***

**Classification:** *Grade 6* **Department:** *Finance, Grants & Contracts*

**Status:** *Non-Exempt* **Supervisor:** *Accounts Receivable Supervisor*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the corporation’s financial operations including accounting, budgeting, contract management, facilities management and procurement. FGC is made up of Grants & Contracts Administration (GCA) and Finance units.

FGC staff works to safeguard the reputation and the resources of RCAC so the organization and its clients thrive. Staff works with internal and external clients to support their work. Outcomes of FGC’s work include: RCAC is a leader in industry best practices; compliance with regulations and investor covenants; excellent, efficient and seamless operations; zero disallowances and findings in external audits.

**Position Description**

The Accounts Receivable Specialist performs a variety of clerical accounting functions in the processing, verification and maintenance of financial documents, records and transactions. Major responsibilities include, but are not limited to: Preparing monthly and quarterly invoices, Quarterly funder reports, customer service, journal entries and other duties as assigned.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Process timely and accurate billing for each funder
* Gather and collate supporting receipts and documents required per contract
* Quarterly reporting to funders (SF425 form or other funder provided forms)
* Maintain Contract/Customer files for audit purposes
* Follow up on collection of unpaid grant receivables
* Follow up timely with internal staff on billing related items
* Set up new projects for billing in Unanet system and internal invoice tracking
* Prepare month revenue recognition JE’s and post revenue using Unanet system
* Enter Daily cash receipts into Unanet
* Review AR aging for receivables status
* Customer service, internal and external
* Perform other duties as assigned

**Skills and Qualifications**

* Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and ability to learn SharePoint and RCAC’s web-based reporting software
* Listen effectively and communicate clearly in oral and written presentations
* Work independently as well as in team environments
* Demonstrate attention to detail
* Good interpersonal skills and a commitment to customer service
* General clerical accounting principles, practices, procedures and methods
* Accounting terminology and procedures
* Work with minimum supervision and handle multiple priorities simultaneously
* Follow detailed instructions
* Use initiative to approach troubleshooting and problem-solving alternatives
* Perform mathematical calculations with speed and accuracy
* Accurately compile, post, verify and maintain computerized and/or manual records and files
* Verify and process computerized reports and financial documents
* Operate a 10-key calculator by touch
* Nonprofit, multi-funded organizations a plus

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position.

Experience:

Two (2) years of applicable experience (education may be substituted for experience)

Preferred Education:

Bachelor’s degree (additional qualifying experience may be substituted)

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.