

Title:	Accounts Receivable Coordinator
Reports To:	Vice President of Finance
FLSA Status:	Nonexempt: Part-Time, Hourly

Overview:

The Accounts Receivable Coordinator assists with daily receivables and cash management functions, ensuring accurate cash application, timely collections, and effective reconciliation processes. This role monitors aging, resolves discrepancies, supports event cash needs, and contributes to continuous improvement of financial procedures and reporting.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Accounts Receivable

- Reconcile and verify cash receipts; investigate discrepancies and implement appropriate resolutions.
- Post cash receipts accurately to customer accounts and invoices within software systems.
- Maintain a daily cash receipts log and record corresponding general ledger entries.
- Prepare and process daily bank deposits in accordance with internal controls.
- Monitor accounts receivable aging and follow up with customers to ensure timely collections and account resolution.

Cash Management

- Prepare and distribute startup cash funds to support event operations.
- Reconcile cash drawers on a regular basis to ensure accuracy and adequate denomination levels.

Administrative & Reporting

- Sort and distribute incoming mail to appropriate team members.
- Prepare recurring and ad hoc financial reports for leadership.
- Recommend and support improvements to accounting policies and procedures, including documentation and communication.
- Utilize Microsoft Excel for data entry, reconciliations, tracking, and report preparation.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

- Associate's degree in Accounting, Finance, or Business Administration, or equivalent experience, with 2–4 years of accounts receivable, billing, or general accounting experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment.
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 25 lbs. with the ability to push or pull more than 25 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.