



## ACCOUNTS RECEIVABLE COORDINATOR JOB DESCRIPTION

<b>Effective Date:</b> January 1, 2022	<b>Original Date:</b> January 1, 2022	<b>Originator:</b> Acct/Fin	<b>Department:</b> Accounting/Finance	<b>Page</b> 1 of 2
---	--	--------------------------------	--	-----------------------

### Summary/Objective

The Accounts Receivable Coordinator reports to the Accounting Manager and is responsible all aspects of accounts receivable, including customer reconciliations, cash receipts, general ledger reconciliations, and other administrative duties. This role ensures invoices are accurate and proper accounting procedures are followed for the recognition of revenue.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Duties/Responsibilities:*

- Manage Accounts Receivable including invoice, monthly statements and reconciling subledger
- Client relations including collecting receivables
- Processing credit card transactions and daily receipts
- Reconcile customer subledgers
- Reconcile general ledger accounts/subledgers to assist with month close
- Assist in filing accounts receivable hard copy documents in appropriate files

### Essential Skills and Abilities:

- Strong mathematical and analytical skills
- Proficient in word processing and spreadsheet software
- Excellent oral and written communication skills
- Proven ability to handle multiple projects simultaneously
- Demonstrated ability to lead a team
- Strong understanding of federal, state and local tax regulations
- Ability to lift up to 25lbs
- Good verbal/written communication skills.
- Strong computer skills
- Ability to maintain confidentiality (from all directions)
- Leadership ability: strong interpersonal/group skills with ability to direct others
- Willingness to build a positive work culture
- Team Oriented
- Proven work record
- Excellent attendance

### Work Environment.

This job operates in a professional office environment that is well-light, heated and/or air conditioned depending on the season. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job.



**ACCOUNTS RECEIVABLE COORDINATOR  
JOB DESCRIPTION**

<b>Effective Date:</b> January 1, 2022	<b>Original Date:</b> January 1, 2022	<b>Originator:</b> Acct/Fin	<b>Department:</b> Accounting/Finance	<b>Page</b> 2 of 2
---	--	--------------------------------	--	-----------------------

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00am to 5:00pm, Monday through Friday.

**Travel**

No travel other than to and from the office is required for this position.

**Required Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Required Education and Experience**

1. 3+ years related accounts receivable experience and/or training.
2. Proficiency in MS Office

**Preferred Education and Experience**

1. Associate Degree or equivalent from a two-year college or university
2. 6+ years related accounting experience and/or training.
3. Proficiency in MS Office.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_