

Job Title:	Accounts Receivable Specialist	FLSA Status:	Non-Exempt, Full time
Department:	Finance & Administration	Salary Range:	\$45,000-\$57,000 annual
Report to:	Director of Finance & Administration	Prepared Date:	March 2021

Summary

The Accounts Receivable (AR) Specialist is responsible for the accurate and timely preparation, processing, billing, and collection of contractor and customer invoices, payments, and related reports.

This position does not have supervisory responsibilities; however, it works closely with other members of the Finance team and other agency staff to accomplish and complete all duties.

About Hearing, Speech & Deaf Center

The mission of Hearing, Speech & Deaf Center (HSDC) is to foster inclusive and accessible communities through communication, advocacy, and education. We do this by removing communication barriers every day.

Essential Duties and Responsibilities

Accounts Receivable – (80%)

- Prepare weekly and monthly invoices, reports, and related documentation for contract compliance, accounts receivable, and financial statements
- Monitor accounts receivable aging monthly, follow up on invoices for collection, process/record payments, and update records
- Maintain 90+ day aged accounts at <15% of total
- Process write-offs monthly
- Maintain up- to-date customer files, contract files, and other related files
- Communicate professionally and directly with contractors and customers (internal/external) to answer questions, and ensure invoices and payments are processed accurately and timely
- As agreed upon with the Director of Finance & Administration, assume other duties needed to help drive to our Vision, fulfill our Mission, and abide by our organization's Values

Accounts Payable – (20%)

- Receive and process vendor invoices, forms, and receipts for Accounts Payable
- Prepare weekly invoices, reports, and related documentation for contract compliance, accounts payable, and financial statements
- Communicate professionally and directly with contractors and customers (internal/external) to answer questions, and ensure invoices and payments are processed accurately and timely
- Provide backup as needed for Sr. Accountant-Accounts Payable activities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience

- Bachelor's degree in Accounting required, or commensurate experience
- Minimum two years billing and collection experience; high volume professional services preferred
- Knowledge and experience with current accounting principles, practices, and reporting
- Ability to review and accurately process data, invoices, and supporting documentation according to established timelines and contract terms
- A tenacious focus on managing the billing cycle

Technical Skills

- Experience using QuickBooks to process invoices and payments, and create reports
- Experience formatting Excel spreadsheets, using entry to intermediate level formulas
- Ability to learn custom desktop software and online systems (e.g. Gridcheck, accounts receivable/payment processing portals)
- Fluent in Word and Outlook; SharePoint preferred

Other Skills

- Strong attention to complete and accurate data entry
- Own and optimize workflow and process
- Excellent communication and interpersonal skills in-person, on telephone/videophone, and via email
- Excellent organization and documentation skills; ability to prioritize and complete work accurately and on time
- Able to work independently and in teams
- Must be able to work with people of diverse backgrounds
- Must be proficient in written English
- American Sign Language (ASL) skills preferred or willingness to learn

Physical Demands and Work Environment

The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is located in HSDC's Seattle Office. Our Seattle office currently utilizes a hybrid onsite/remote model during the Governor's Stay Home, Stay Safe Initiative; some duties may be performed remotely, per public health guidance; some onsite presence is required.

Equal Opportunity Employer

HSDC is committed to a policy of equal employment opportunity; treats all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law; and promotes diversity in its workforce.

How to Apply

Email the following to humanresources@hfdc.org.

- Current resume highlighting relevant experience and skills
- Cover letter describing:
 - Why you are applying
 - How your previous experience qualifies you for this role
 - Where you found out about this position

Priority will be given to applicants who apply by April 20, 2021.