

# Accounts/Receivable Specialist

## **A/R SPECIALIST JOB DESCRIPTION**

We are looking for an A/R Specialist to perform financial, bookkeeping, and administrative tasks, specifically accounts receivable data entry for events and campaigns. Candidates should be able to manage and prioritize a variety of tasks while maintaining accuracy and efficiency. The ideal candidate should also provide polite and professional assistance in person, via phone, mail, and e-mail. This position would report directly to the A/R Specialist Lead.

### **Duties and Responsibilities**

- Organize documentation and enter donation transactions into our databases
- Organize and plan data entry for special events/campaigns, along with A/R Specialist Lead
- Process declines and contacts donors
- Assist in entering and maintaining accounts receivable day-to-day transactions and documentation
- Assist with organizing involvement and training of data entry volunteers, as needed
- Assist with reconciling donations within databases for reporting
- Assist in preparation of financial mailings - receipts and statements
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication within the team and other departments

### **Characteristics**

- Possess a genuine desire to meet the needs of others
- Be detail-oriented, organized, and efficient
- Demonstrate the ability to establish and maintain effective relationships and partnerships with donors, volunteers, vendors, and staff
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Function as a team player
- Be a strategic thinker able to come up with solutions to complex issues
- Desire to be proactive and create a positive experience for others
- Have the ability to excel and be flexible in a fast-paced, changing, and challenging environment

### **Skills**

- Strong attention to detail
- Prior financial or data entry experience is preferred
- Excellent computer skills, especially typing, data entry and troubleshooting basic computer issues
- Proficient in Microsoft Office products
- Desire to be proactive and create a positive experience for others

**We are looking for someone who is interested in a full-time or part-time position. This position will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Telework not available.**

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