



Part-Time Accounts Receivable Specialist

Job Title: Accounts Receivable Specialist
Reports to: Fraternity Finance Director

Salary Type: Non-Exempt
Effective: January 2020

PRINCIPAL OBJECTIVE:

This part-time position is responsible for all billing, collection and completion of the accounts receivable function.

CORE RESPONSIBILITIES:

- Prepare the month end billing statement for Chapters, Alumnae Clubs, housing entities and intercompany transactions.
- Coordinates the monthly ACH/EFT transfer to fulfill outstanding Accounts Receivable.
- Coordinates all processing of cash receipts in accounting software including membership dues and fees, event registration payments, loan payments and miscellaneous receipts.
- Coordinates with outside vendors to facilitate member billing and payment.
- Collaborates with Assistant Director of Alumnae and Volunteer Support to communicate with Alumnae Clubs, Chapters, volunteers and members at large about dues and fee-related questions.
- Reconciles general ledger accounts associated with accounts receivable and revenue accounts.
- Prepares monthly reporting for review by Assistant Director of Finance.
- Assists in year-end close and preparation of reports for annual audit.
- Other duties as assigned.

CORE COMPETENCIES:

Ethical Decision Making: willing to make tough/unpopular decisions based on what is right, acts in the best interest of the Fraternity

Credibility: adheres to and advocates Pi Beta Phi values, policies and guidelines; is accountable and expects accountability from others, trusts others and is trusted; maintains confidentiality

Effective Communication: possesses strong oral and written communication skills

Collaborative Style: builds and maintains positive relationships based on trust and mutual respect

Problem Solving: Solves difficult and complex problems with practical, effective solutions; agile and resourceful; takes initiative to research and brainstorm viable solutions

Technical Skills: high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software, internet applications and accounting software.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

Bachelor's degree in Accounting or related field of study with a minimum two years' experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

ADDITIONAL INFORMATION:

Minimal to no travel required

I have received and read my job description and understand the requirements of the job. I understand this job description is not intended to be all-inclusive; I am expected to perform other duties as assigned. Further, I acknowledge that Pi Beta Phi reserves the right to revise or change job duties as the need arises.

Employee Name (Printed)

Employee Signature

Date

Supervisor's Signature

Date