

Title: Senior Accounts Receivable Coordinator

Starting Salary Range: The starting salary range for this position will be in the \$27.31 – \$28.13/hour range, depending on experience, education, and skill relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Proximity to Conservation Legacy Office referred; Full-time Remote Eligible within the contiguous United States

Status: Full-Time, NonExempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Accounts Receivable Manager

Application Deadline February 16, 2024

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Senior Accounts Receivable Coordinator is responsible for the processing of various accounts receivable functions, submitting invoices for payments to funding agencies, preparing associated reports, responding to revenue inquiries, supporting, and coordinating with the Accounts Receivable Manager, and other financials tasks related to maintaining the accounts receivable records for Conservation Legacy. This position works extensively with Conservation Legacy program and finance staff and engages with external partners.

Essential Responsibilities & Functions:

Agreement Management

- Review, maintain, and update agreement documentation in internal database systems
- Monitor agreement funding levels, identify causes for discrepancy, and coordinate with AR Manager, responsible staff or external parties to resolve issue
- Assist in reconciling federal agreements from budgeted financial plans to actual expenses, track and document variances and adjustments
- Calculate and maintain agreement records for in-kind and cash match requirements
- Accurately compile and process federal standard form 270s and other required documentation for payment requests; proactively assist program staff and partners with resolving issues

- Prepare financial reports for federal agreements and other applicable agreements
- Apply agreement management and reporting compliance to complex agreements as needed

Accounting

- Assist in processing of accounts receivable utilizing accounting software
- Maintain and update accounting files and records including finance reference documents
- Assist in the compilation, review, recording, and submittal of client statements and invoices
- Process and record payments from applicable third-party systems and resolve issues with accessing funds
- Monitor and manage customer account details for non-payments, delayed payments, and other irregularities
- Assist with ad-hoc reporting, special project, and other accounting functions as needed
- Assist with audit preparation and fieldwork as needed

Other Financial and Organizational Support

- Assist with the development and implementation of effective and efficient administrative systems for Conservation Legacy
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement
- Assist in training Conservation Legacy staff including preparing training materials; hosting drop-in or training sessions; and approach communication in a way that enhances collective knowledge and goal alignment
- Support programs in maintaining partner relationships

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Program Support and Development, Partner Relations, Administration, Supervision or Mentorship to Others, Facilitator, or Trainer.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Required Qualifications:

- Bachelor's Degree in a finance or accounting related field and/or a minimum of 2 years' experience working in accounting or finance.
- Experience working with federal and non-federal funding; federal financial reporting; and agreement management
- Ability to review complex data sets and legal documents for key information and accuracy
- Ability to prioritize responsibilities and manage time for accuracy and efficiency
- Ability to apply related concepts and training to increasingly more complex applications
- Ability to work independently and in a group environment
- Ability to successfully work in a fluid, changing work environment
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

Preferred Qualifications:

- Software experience with Blackbaud Financial Edge; Salesforce; GrantSolutions; Microsoft Outlook; or Microsoft SharePoint

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Allison Laramée at allison@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Accounts Receivable Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.