Title: Accounts Receivable Coordinator

Report to: Accountant

Starting Salary: Grade A, $15 - $18/hour

Location: Durango, CO

Status: Full time, Non-exempt, Regular

Benefits: Full, Per Personnel Policies

Summary:

The Accounts Receivable Coordinator is responsible for the processing of various accounts receivable functions, responding to client inquiries 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. The Accounts Receivable Coordinator will be based in Durango, CO.

Essential Accountabilities and Functions:

Accounting

- Assist in the processing of accounts receivable utilizing accounting software
- Maintain accurate accounting files and records; maintain & review accurate agreement records
- Review, record, and submit client statements and invoices for intern and non-federal projects
- Process 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
- Prepare in-kind match reconciliations for federal agreements
- Provide accurate and timely revenue reporting to applicable finance staff
- Assist in the review of financial and agreement data in internal databases
- Assist with ad-hoc reporting and special project and other accounting functions as needed

Program Support

- Assist in the design and implementation of revenue related training and education for Conservation Legacy staff
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement

Other Finance and Organizational Support

- Participate in Finance staff meetings and other support staff meetings as appropriate
- Work closely with other central staff to identify areas of additional support needed

Physical Requirements:

To successfully perform essential functions, the Accounts Receivable Coordinator is required to sit, stand, walk, speak and hear. The Accounts Receivable Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to
operate office, telephone and computer equipment and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Periodic travel may be required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.
- Basic understanding of principles of bookkeeping, finance and accounting
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Bachelor’s Degree Preferred
- Must have a valid driver’s license and insurable driving record.
- Must be able to pass Conservation Legacy’s criminal history checks requirements.

To Apply:

Please send cover letter and resume to Andrea Mosher at amosher@conservationlegacy.org. Open until filled.