



Title: Accounts Receivable Specialist
Reports to: Accountant
Grade: 2A \$15-\$17/ hr.
Location: Durango, CO
Status: Full time, Non-exempt, Regular
Benefits: Full, Per Personnel Policies

Date: October 30, 2018

Summary:

The Accounts Receivable Specialist is responsible for the processing of various accounts receivable functions, responding to client inquiries and other financial tasks related to maintaining the accounts receivable records for Conservation Legacy. This position works extensively with Conservation Legacy program staff and other leadership. The Accounts Receivable Specialist will be based in Durango, CO.

Essential Accountabilities and Functions:

Accounting

- Manage accounts receivable utilizing accounting software
- Maintain accurate accounting files and records
- Prepare, enter and send out client statements, bills and invoices
- Process payments from applicable third-party systems
- Monitor and manage customer account details for non-payments, delayed payments and other irregularities
- Research and resolve unapplied payments, and accounts receivable discrepancies
- Reconcile Accounts Receivable subsidiary ledger to the General Ledger
- Assist the Accountant with monitoring and tracking the invoicing reconciliation process
- Assist with ad-hoc reporting and , special project and other accounting functions as needed

Program 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 with the program administration of the organizational Commercial Card program as deemed appropriate.

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 Specialist is required to sit, stand, walk, speak and hear. The Accounts Receivable Specialist 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
- Insurable driving record and acceptable Conservation Legacy's criminal history checks.

To Apply:

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