



Position: Accounts Receivable Specialist

Reports to: Financial Systems Manager

FLSA: Exempt

### **POSITION PURPOSE**

The mission of Community Health Charities is to raise funds through workplace giving campaigns to support the important work of its member health charities. The Accounts Receivable Specialist is responsible for the overall management of the accounts receivable process for the finance department.

### **ESSENTIAL FUNCTIONS**

- Reviewing and recording weekly cash receipts for each supported affiliate.
- Applies payments quickly and efficiently to the CRM software with minimal errors.
- Researching and Analyzing payments for processing.
- Daily reconciliation of payment per the bank and per accounting function within the CRM.
- Executes data entry during the pledge processing season.
- Other special projects as requested by Finance Manager.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK**

- Accounting knowledge base and experience with accounting systems, spreadsheets and reconciliations.
- Excellent ability to communicate with a variety of individuals.
- Ability to multi task in a high-volume environment.
- Extremely organized and a strong attention to detail.
- Must have strong analytical skills.
- Must have a mid to high level of understanding of excel.
- Experience working with Intacct Cloud Accounting platform a plus
- Experience with Dynamics CRM platform a plus

### **QUALIFICATIONS**

Bachelor's degree in accounting or Finance related experience preferred but not required.  
Nonprofit/Federation field and/or Accounts Receivables experience preferred.

### **-TO APPLY:**

Submit cover letter and resume to [careers@healthcharities.org](mailto:careers@healthcharities.org). Subject line should read "Accounts Receivable Specialist".

*It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward thinking organization and promotes from within.*

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.