



JOB DESCRIPTION: Accounts Receivable Specialist

Reports to: SVP of Finance

Job Description

The Friday Harbor position assists in the accounting operations of Rock Island by managing customer interactions, billing, and processing of daily collections for deposits, and performing related work as required. The principal functions of an employee in this position are to perform the duties of an Accounts Receivable professional and to assist the department with customer contact as well as the research, development, and implementation of various new programs and any other duties as required or as assigned by supervisory or contracted accounting personnel.

Responsibilities

- Ensures compliance with department policies and procedures.
- Process customer bills, credit, and collection data daily
- Process incoming cash for the entity via the cash drawer, credit card, or ACH
- Maintain knowledge and application of all billing rate schedules.
- Assist customers with questions regarding billing or collection issues.
- Keeps immediate supervisor and designated management fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Respond to customers' questions and comments in a courteous and timely manner.
- Perform other related duties as assigned.

Qualifications

- Bachelor's or associate degree preferred.
- Two years of experience in Accounting and Finance related work preferred.
- Any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform the work.

Skills

- Good knowledge of the principles and practices of accounting and financial office procedures
- Ability to accurately handle multiple tasks, interpret accounting reports and records and analyze accounting data for control and reporting purposes.
- Ability to make decisions following established policies and procedures, and independently solve problems within assigned areas of responsibility.
- Ability to handle confidential financial, administrative, and employee information with tact and discretion.
- Ability to communicate well with others, both orally and in writing, using both technical and nontechnical language
- Ability to understand and follow oral and/or written policies, procedures, and instructions, prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Work Environment

Work is primarily performed in a variety of general office indoor settings; however, travel to and from other offices and training venues will be required; the schedule is mutually determined. Must acquire and maintain a first aid/CPR card; Must have and maintain a valid Washington State driver's license.