



## Position Description

### **Position Title: Accounts Receivable Coordinator**

**FLSA:** Exempt

**Location:** Edwardsville

**Employee Type:** Full-time

**Pay Type:** Salaried

**Fiscal Classification:** Other Professional

**Salary Grade:** 7

### **Overview:**

The Staff Accountant (Accounts Receivable) position manages and performs all aspects of account receivable.

### **Primary Responsibilities:**

- Establish and maintain customer files.
- Process and mail monthly, quarterly, and annual customer invoices.
- Open and distribute department mail.
- Apply daily cash receipts and balance cash receipts report.
- Electronically deposit checks received.
- Ensure system data input is complete and accurate.
- Research and resolve customer billing issues and payment discrepancies.
- Prepare and enter monthly and routine journal entries.
- Follow up on outstanding accounts.
- Prepare bank reconciliations.

**Supervised by:** Chief Fiscal Officer

**Supervises:** None

### **Minimum Education and Experience:**

- Bachelor's degree in accounting or equivalent work experience 2:1.
- 3- 5+ years general accounting experience with strong accounts receivable focus
- Intermediate knowledge and understanding of a PC with Windows Operating System.
- Strong Microsoft Excel and Word skills.
- Self-starter with ability to work under limited supervision.

- Proficient in using accounting software.

**Licenses or Certification Required:** None

**Skills and Abilities Required:**

- Strong telephone presence and etiquette.
- Strong verbal, written, and interpersonal skills.
- Good Organizational skills.
- Ability to prioritize and handle interruptions while effectively meeting deadlines.
- Ability to manage several projects simultaneously in a fast pace and tem oriented environment.
- Detail oriented with good mathematical skills.
- Ability to work independently, as well as part of a team.
- Discretion required.
- Ability to check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Knowledge of accounting procedures to classify, record, and summarize financial data to compile and keep financial records.
- Knowledge of office administration and procedures.
- Ability to establish and maintain effective working relationships with staff, governmental representatives, and staff from libraries.
- Ability to provide timely responses to request.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrative a positive attitude towards co-workers, library staff, and job duties.
- Ability to travel when required.

**Working Conditions:**

Work is usually performed in an office environment.

**Telecommuting:**

This position does not allow for occasional telecommuting.

**Physical Effort:**

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

- Clarity of vision at 20 inches or less, with the ability to adjust the eye to bring objects into sharp focus and clarity of vision at 20 or more feet.
- Ability to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

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**Date**

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**Supervisor (Print Name)**

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**Supervisor Signature**

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**Date**