

Job Description

Position Title: Account Services Clerk

Reports to: Director of Finance and Human Resources

Date: 1/30/17

Department: Finance and Human Resources

General Purpose

The Account Services Clerk is responsible for administrative support within the Finance Department at Rocky Mountain Children's Health Foundation. The Account Services Clerk will perform a variety of accounting and bookkeeping duties according to established policies and procedures.

Essential Duties/Responsibilities

Create and maintain QuickBooks data. Understand and maintain a general knowledge of the major areas of the QuickBooks application.

Create and maintain vendor records, including contact information, and other information required.

Create and maintain customer records including contact, delivery and payment information.

Invoice customers, upon approval, distribute invoices to customers via email or mail.

Make bank deposits.

Process credit card payments.

Monitor customer account details for non-payments, delayed payments and other irregularities.

Research and resolve payment discrepancies.

Follow up on, collect and allocate payments.

Generate age analysis.

Review AR aging to ensure compliance.

Work closely with other administrative and operational support staff in the building.

Manage bills received from vendors.

Maintain and update filing system for accounting department.

Retrieve information from files when needed.

Answer all incoming calls in an efficient and professional manner.

Compose and type correspondence; draft written responses or replies by phone or email when necessary; respond to regularly occurring requests for information.

Provide backup payroll and human resource functions.

Provide backup front desk customer service.

Miscellaneous duties as assigned by director.

Other Duties/Responsibilities

As assigned.

Employees are held accountable for all duties of this job.

Supervisory Duties

N/A

Job Qualifications

Two years accounts receivable and general accounting experience, nonprofit experience a plus.

High School Diploma or GED equivalent required, college level accounting classes or accounting degree preferred.

Demonstrate experience with QuickBooks and Microsoft Office especially Word, Excel, and Outlook.

Possess excellent organizational and written, verbal, and listening communication skills with attention to detail, and demonstrated decision-making ability.

Ability to exercise good judgment and discretion in the performance of all duties.

Proven ability to problem-solve and follow-up appropriately on procedural issues.

Action oriented and a self-starter, who can work independently and in teams.

Proven ability to be flexible and manage multiple priorities with accuracy and within deadlines.

Must maintain a confidential stance with respect to the business and affairs of Rocky Mountain Children's Health Foundation and those with whom it has relationships.

Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

To apply, please email cover letter and resume to Wanda at wanda.lewnard@rmchildren.org. No phone calls please.