

POSITION DESCRIPTION



Title: Accounts Receivable and Grants Accountant

Department:
Finance/Accounting Department

Exemption Status:
Exempt

Reports To:
Manager of Grants and Contracts

Last Revised:
August 2021

Titles Reporting to Job:
N/A

Position Summary:

This position is responsible for billing external organizations for services Casa Central provides, collecting receivables properly, and maintaining and managing sets of information to support receivables by performing the following duties.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. Is actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Submits time sheets and ensures compliance with Agency and funder guidelines.
Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Include the following, other duties as assigned:

1. Fulfill role and responsibilities as assigned in the RACI Matrix. Plan and communicates on grants/contracts as detailed in the RACI Matrix. Monitoring and tracking of grants/contracts utilizing the RACI Matrix tools.
2. Analyze expenses for grant eligibility and update, and manage grant utilization tracking files.
3. Prepare all program vouchers for submission for payment, including ones based on the grant utilization tracking files. Vouchers should be complete and without errors, and submitted by internal or external due dates.
4. Prepare and enter monthly accounts receivable/revenues by the internal due date.
5. Prepare accounts receivable aging report (for distribution to all program and appropriate department directors on the fifteenth of the month following the previous month ended). Update the accounts receivable detail records each month to ensure accuracy of billing and collection information contained in the aging report.
6. Keep and maintain data sets to support accounts receivables if needed. Such schedule should be complete by the month-end close.
7. Investigate accounts receivable balances when payments are different than what was billed.

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8. Make all necessary efforts to collect receivables, documenting the work performed. (Refer to specific procedures established concerning the collection of Child Development and Senior Programs receivables attached.). Prepare a schedule recommending receivables which should be considered for write off, after exhausting every effort to collect them.
9. Prepare and enter credit memos to adjust receivable balances, if needed.
10. Analyze grant utilization and make recommendation for grant revision to Manager of Grants and Contracts.
11. Other tasks will be assigned as needed, including but not limited to, preparing Schedule of Expenditures of Federal Awards, assisting auditors and monitors, submitting Court of Claims, and reviewing work completed by other staff.
12. Other duties as assigned by Manager of Grants and Contracts or CFO.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Bachelor's Degree or equivalent from an accredited University or technical school preferred; at least five years of related experience; or the equivalent combination of education and experience. A candidate must have a solid understanding of revenue cycle and cash.

Language Skills:

Ability to read and comprehend instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively in verbal and written form with customers and employees of the organization.

Computer Literacy & Knowledge Skills Abilities:

Word Processing and Spreadsheets. Examples are: Fund EZ Accounting Package, Quicken, Excel, Word, Outlook and Windows. Software may vary.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. A candidate must have an understanding of allocation and proration.

Operating Environment and Working Relationships:

This position works collaboratively and routinely with programs, departments and agencies.

Decision Making Authority:

Exercises independent judgment in executing tasks.

People Management:

N/A

Physical Demands:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____