



POSITION DESCRIPTION

Accounts Receivable and Grants Accountant	
Department: Finance/Accounting	Status: Regular Full-time, Exempt
Reports to: Director of Finance & Controller	Last Reviewed: December 2022
Titles reporting to this role: N/A	Next Review Date: March 31, 2023

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

Include the following, other duties as assigned:

Accounts Receivable Tasks

Preparing/entering monthly accounts receivable invoices by internal due date based on vouchers (see grants management tasks below), reconciling accounts receivable aging report to show all and only collectibles, fully supported by files outside of FEZ, if needed, following up with payers or programs if payments do not match billing, coordinating with programs for balance write-off recommendations, preparing/entering credit memos to adjust receivables, addressing the financial and program auditors with requests, preparing Schedule of Expenditure of Federal Awards, preparing/submitting Court of Claims, providing supports to Accounting Clerk or Administrative Assistant with cash receipt entries.

Grants Management Tasks

Analyzing expenses for grant eligibility to update/manage grant utilization in separate files, preparing and submitting program vouchers, analyzing utilization to recommend for grant revision to the director of Finance and Controller.

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:

Bilingual in Spanish preferred.

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 discretion, independent judgment in executing tasks.

Physical Demands:

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 job 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: _____

