

JOB DESCRIPTION

TITLE: Accounts Receivable Associate

DEPARTMENT: Finance

REPORTS TO: Assistant Controller

STATUS: Full-time, Non-exempt

OVERVIEW: Jewish Federation of Greater Atlanta is continuing to build a diverse team of highly motivated individuals to continue building a strong community of philanthropy and engagement. Federation seeks candidates who are motivated, detail oriented, customer focused, have a positive attitude, and thrive in an inclusive, dynamic environment.

PRINCIPAL FUNCTION: The Accounts Receivable Associate will partner with a fellow associate to accurately record payments (check and credit card) to the appropriate donor's account. As a self-motivated, highly organized professional with a positive attitude, this person will utilize strong communication and interpersonal skills to interact with fellow professionals, tenants, and donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Receivable Management

- On a daily basis, review, enter, and post payments on outstanding donor pledges and other receivables, ensuring accuracy of payment application and accounting, including grant, fund and general ledger coding
- Work closely and coordinate with fellow A/R Associate
- Record adjustments/changes to payments and receivables as needed
- Adhere to policies and procedure for payment application and approvals
- Work closely with fellow Accounts Receivable Associate and Donor Services team to resolve any open items
- Prepare and distribute of daily statements and reports for approval

Management of Donated Life Insurance Policies

- Monitor Life Insurance policy annual due dates, ensuring premium payments are remitted on a timely basis to ensure policies remain in force
- Coordinate with donors on funding of premium payments, as needed
- Preparation of year end statements

Other

- Oversee non-pledge Accounts Receivable invoicing, preparing invoices for rent, sponsorships, postage, and other receivable; monitor payments monthly and inform Assistant Controller of payments >30 days past due
- Monitor Donor Designated payments weekly and request funds to be disbursed
- Provide support to others in Finance Department as needed, including assisting with preparation of audit schedules
- Provide superior customer service, communication, and quick response time to internal and external customers



Jewish Federation OF GREATER ATLANTA

- Maintain confidentiality of all donor information
- Develop positive relationships with colleagues, donors, and lay leadership
- Analyze and make suggestions to continually improve efficiency and accuracy of the team's operations utilizing technology and best practices
- Promote the mission of Federation at all times through superior customer service to internal and external customers and the efficient care and use of all resources
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree or equivalent required, accounting degree preferred
- Minimum 2 years' experience in accounts receivable/payment application
- Strong skills in Microsoft Suite (excel, word, outlook); experience with Salesforce a plus
- Strong problem-solving skills and excellent attention to details
- Proven track record of problem-solving and meeting deadlines
- Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization including colleagues, trustees and donors, both verbally and in writing
- Flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment
- Exhibits a positive, collaborative, professional demeanor

PHYSICAL REQUIREMENTS: Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

** Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression*