

Accounts Receivable Specialist

Reports To:	Controller
Department:	Accounting
FLSA Classification:	Non-Exempt
Salary:	\$24-\$27 Per Hour
Date Updated:	July 2023

Job Description

Summary/Objective

The Accounting Office is a central support service resource that works closely with all of Hanna Center's operations and other support departments to carry out Hanna Center's mission to care, treat, and help youths and other members of our surrounding communities. The Accounts Receivable Specialist plays an integral role in ensuring the smooth flow of everyday operations and is a collaborative team member in assisting with end of month close preparations. Interacting daily with a diverse community of students, colleagues, and clients, they are committed to providing accurate and timely financial information with responsive attention and flexibility to the varying needs of the organization.

Principle Duties and Responsibilities

Accounts Receivable Management:

- Maintain accurate records of all accounts receivable transactions, including but not limited to donations, grants, trusts, tuitions, and facilities use activities.
- Maintain accurate customer records, ensuring appropriate agreements and documentation are retained where applicable and in adherence to internal policies.
- Generate and distribute invoices to clients' guardians, ensuring accuracy and adherence to internal policies and procedures.
- Coordinate with residential staff to ensure accurate and timely client onboarding and terminations are communicated.
- In partnership with Hanna Education Corporation (Hanna Academy) administrative staff, record nonpublic school services billable to contracted school districts.
- Manage financial transactions and charges in a multi-entity environment. Compile, reconcile, and generate invoices for billable items across entities on a monthly basis.

- Coordinate with Mental Health Hub at Hanna Center staff to record all revenues generated, billed, and received for services rendered. Assist in developing workflow and processing systems for billing communications between Mental Health Hub, Business Office, and third-party medical biller.
- Generate and distribute invoices to partnering organizations in accordance with facilities use contracts and agreements. Ensuring all documentation and contracts are communicated and retained in a timely and accurate manner.
- Monitor and track outstanding receivables for all revenue streams, following up on overdue payments and resolving any discrepancies or issues promptly. Actively work with departments and outside parties to monitor and track any non-routine/miscellaneous cash receipts.
- Process incoming payments, including cash, checks, and electronic funds transfers, ensuring accuracy and timeliness. Record and allocate payments to the appropriate invoices and programs, ensuring correct coding and revenue recognition.
- Process and record check and cash donations received on campus. Record and reconcile daily check, cash, and credit card donations processed by third party lock box services and donations received through the website. Record any stock donations received.
- Reconcile accounts receivable balances to the general ledger monthly.
- Reconcile donations and grants received to Raiser's Edge NXT (CRM) on a monthly basis. Work with the development team to identify and resolve any discrepancies.
- Identify trends, patterns, and potential risks related to accounts receivable and provide recommendations for improvement.
- Perform month end tasks and responsibilities as assigned.
- Prepare regular financial reports and analysis related to accounts receivable, including aging reports and revenue forecasts, by program and consolidated.
- Assist in the preparation of annual budgets, financial statements, and audit processes as necessary.
- Maintain customer relationships through clear communication and professionalism.
- Ensure compliance with financial regulations, GAAP requirements, and organizational policies.
- Other tasks and projects as assigned.

Knowledge, Skill & Ability

- Proficient in Microsoft Office: Word, Outlook, and Teams. Intermediary Excel knowledge or interest to learn a plus.
- ERP Sage Intacct experience a plus, but not required.

- 1-2 years accounts receivable or related office experience required.
- Bachelor's degree in Accounting, Business Administration or related field preferred, but not required.
- Excellent organizational and analytical skills. Attention to accuracy and detail are essential to this role.
- Ability to identify priorities or needs for additional clarification with little oversight.
- Clear and articulate written and communication skills required. Interpersonal skills rooted in desire to collaborate and creatively problem solve with diverse constituencies.
- Comfortable working in a fast-paced environment with appreciation for teamwork and learning from each other.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test.
- Must be 21 years of age or older.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

Affirmative Action/EEO statement

Hanna is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org