

Job Title: Accounts Receivable Assistant
Reports To: Executive Director
Last Modified: 2016-03-14

Job Summary

- Records payments to customers' accounts and maintains accounts receivable records.

General Accountabilities

- Prepares weekly or bi-weekly cash and check deposits.
- Fills out cash control sheet daily.
- Enters finalized cash receipts and updates accounts receivable ledger.
- Obtains and mails invoice copies for customers, as requested.
- Processes daily credit card deposits.
- Files check stubs and bank receipts.
- Researches and processes charge backs, returns, and bad checks.
- Answers accounts receivable phone inquiries.
- Calls and/or mails correspondence to customers as necessary in order to update accounts.
- *Beth El Synagogue reserves the right to add or change duties at any time.

Job Qualifications

- Education: Associates degree
- Experience: 2-5 years related experience; or equivalent combination of education and experience

Skills

- Excellent verbal and written communication
- Service orientation
- Problem solving
- Time management

To apply please send your cover letter and resume to Casey Baker- casey@betheldurham.org.