



***NOW HIRING! FULL-TIME Accounts Receivable Specialist/Bookkeeper - Starting Pay: \$12.98/hr***

**The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.**

PdN Children's is looking for someone who is extremely detail-oriented, organized, proactive, able to problem solve and multi-task. Flexibility is a must. The best candidate will be one who enjoys developing and maintaining processes, is data-driven and interested in establishing creative and sustainable solutions. The Accounts Receivable Specialist is responsible for processing accounts receivables from our Therapy programs and Inclusive Early Learning program. The AR Specialist will work with different electronic billing system to be able to bring forth balances into the accounting system and achieve accurate and balanced reports. AR will be responsible for providing end of month reconciliation and reporting to the CFO.

**Duties and Responsibilities:**

- Accounts Receivable
- Perform role in accordance with generally accepted accounting principles and with all internal controls maintained
- Process deposits and apply cash
- Manage customer deduction process with necessary research, Billing team interaction and department staff collaboration
- Monitor customer accounts for non-payment and delayed payment and support analysis of doubtful accounts
- Research discrepancies
- Provide necessary reporting on receiving activities including AR aging reports, outstanding customer deductions and cash receipt logs
- Perform filing and general administrative tasks
- Assist in month end reporting procedures and reconciliations
- Partner and cross train with AP Specialist and support AP functions as needed
- Provide backup telephone coverage

**Required Education and Experience**

- High school diploma or equivalent
- Experience in bookkeeping, financial management, or data entry
- Proficiency with MS Office suite

**Preferred Education and Experience**

- Knowledge of 2 CFR 200

**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.**

**Work Environment** - Office setting, computer/work station

**Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Benefits:**

- 401(k)
- AD&D insurance
- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Paid sick time
- Paid vacation time off
- Vision insurance

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to [admin@pdnchildrens.org](mailto:admin@pdnchildrens.org)

"NO PHONE CALLS, PLEASE!"