

## JOB DESCRIPTION

<b>Position Title: Accounts Receivable Specialist</b>	
<b>Reports to:</b> Director of Finance	
<b>Location:</b> Pikes Peak United Way	<b>Division:</b> Finance
<b>Classification:</b> Full Time; Non-Exempt	<b>Supervises:</b> N/A

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS**

- Customer service interaction with donors
- Input & extract donor information through the effective use of the *Andar* CRM database.
- Enter and/or oversee entry of all pledge/gifts and corresponding payment information.
- Process miscellaneous receivables and cash receipts along with making regular bank deposits.
- Process all monthly statements.
- Prepare monthly designation disbursements in coordination with Finance team members
- Prepare necessary donor tax receipts in compliance with current IRS regulations.
- Prepare Donor “Thank You” letters, if necessary.
- Reconciliation of Payroll Pledges and payments.
- Reconciliation of Credit Card Billing Schedules.
- Process credit card payment entries.
- Maintain *Andar* database through updates of addresses, zip codes, duplicate entries, etc.
- Adjustments to correct or update pledge or donor information.
- Patriot Act Compliance processing & Designee ACH banking information collection
- Review proper account coding of gifts in *Andar* to ensure proper mapping to accounting system
- Provide backup and assistance in the areas of accounts payable and receivable
- If necessary, provide *Andar* training to seasonal and/or temporary staff.
- Database Maintenance
- Perform other duties as assigned

**JOB QUALIFICATIONS:**

- Effective public speaking skills
- High School diploma or equivalent.
- College accounting courses or equivalent preferred.
- Minimum two years of accounting experience preferred.
- Strong work ethic with emphasis on integrity and accountability.
- Excellent interpersonal, leadership, organizational and communication skills.
- Reliability to complete required tasks in a prompt, effective and efficient manner.
- Strong computer and analytical skills; previous donor database experience helpful.
- Professional demeanor and appearance.
- Previous fundraising or sales experience a plus.

**ENVIRONMENTAL FACTORS:**

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

To Apply please email [Kim@ppunitedway.org](mailto:Kim@ppunitedway.org)