

## **Accounts Receivable Coordinator/ Admin. Assistant**

**Location: Downtown HQ**

**Department: Finance**

### **POSITION SUMMARY**

Perform full Accounts Receivable duties for the Council which entails recording cash receipts for GSGLA programs, membership, store sales and other receipts. Act as office admin in support of the Finance group to include executive support for the CFO and Director of Finance.

### **MAJOR ACCOUNTABILITIES**

- Process cash collections related to council activity which entails coding and data entry to the general ledger.
- Perform special accounting projects as needed in Excel.
- Responsible for filing, copying, making arrangements for departmental meetings and other correspondence.
- Assist Accounts Receivable Supervisor with collections.
- Administrative support.

### **SKILLS, EXPERIENCE & QUALIFICATIONS**

- Must have at least 3 years experience in accounting and admin assistance.
- Excellent communication skills required.
- Strong Microsoft Office skills including Excel and Word. Must be able to use mail merge and know how to set up calendars.
- Accuracy and the ability to pay attention to details are required.
- Must be a team player with good customer service skills.

### **EDUCATION**

- Bachelor's degree required.