# River Valley Child Development Services

**Providing quality services and support to children, families, and the early childhood community.**

## Job Description

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| **Position:** | Accounting Assistant – Accounts Receivable |
| **Program:** | Administration |
| **Worksite:** | 611 Seventh Avenue, Huntington, WV |
| **FLSA Classification:** | Non-exempt |
| **RVCDS Classification:** | Full-time, 40 hours per week |
| **Provisional Employment Period:** | 90 days |
| **Position(s) Accountable To:** | Comptroller; Executive Director |
| **Position(s) Accountable For:** | N/A |
| **Purpose of Position:** | Collect and track payments for the agency to maintain accurate income records. |
| **Educational Requirements:** | Associate degree from an accredited college or university in accounting, or related degree. Bachelor's degree preferred. |
| **Experiential Requirements:** | Three (3) to five (5) years of recent professional experience in bookkeeping/billing. |
| **Additional Training Required:** | Fulfill requirements of Individual Staff Development Plan |
| **Travel Requirements:** | Valid driver's license and insurance. Possess personal vehicle. |
| **Pre-Employment Requirements:** | Must pass drug screening and have acceptable background check |

### Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize analytical and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

## Agency Expectations
Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

## Essential Duties – Program
Manage accounts receivable using Sage 50 accounting software and other programs such as the WV OASIS website; credit card processing services; WV BTT online system, and Microsoft Office products.

Receive payments (checks, credit cards, EFT transactions, money orders); process payments and revenues by reviewing, coding (when needed), analyzing, and accurately entering data into Sage.

Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.

Maintain accounts receivable files and records and perform account reconciliations on a regular basis.

Generate and distribute invoices to collect payments for School Age Connection tuition and other identified billing (food program billing), as needed.

Monitor and collect accounts receivable by contacting clients via telephone, email, and mail.

Work collaboratively with the Comptroller to investigate and correct any discrepancies or inaccuracies found in reports.

Provide support to agency staff regarding accounts receivable topics.

Prepare and distribute payment receipts, as needed.

## Other Duties – Program
Perform clerical support: typing, filing, scanning, shredding, etc.

Assist with the annual agency audit.

Attend and participate on committees as assigned by the Comptroller and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Comptroller and other agency staff, as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Comptroller

| Employee Signature | Printed Name | Date |
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