



Part-Time Accounts Receivable Specialist

Reports to: Director of Finance

Duties and Responsibilities: The Accounts Receivable Specialist will be responsible for ensuring revenue from all sources is entered into the accounting system at the time it is awarded, earned, or pledged, processes all related transactions and works with the team in collection efforts. This role directly impacts the organization's cash management activities and supports positive relationships with funders, donors and partners. This individual will work closely with team members in finance as well as development and program to ensure revenue generating activities are accounted for, various systems reconcile, and discrepancies are resolved.

Skills and experience relevant to this position:

- Experience with accounts receivable or other related bookkeeping functions and accounting software
- Proficient computer skills along with ability to learn and utilize multiple platforms.
- Attention to detail, willing to learn and have strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and deadlines with limited supervision.
- Education required: Associates degree in accounting or related field, or equivalent experience

Benefits:

- **Salary Range:** \$18-\$20 an hour based on experience
- **Job Type:** Part-Time 20 to 25 hours per week
- Paid sick time, 401K retirement plan
- Flexible work schedule and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

How to respond: Please submit a resume to Jessica Sutherland-Ryan, Payroll and HR Specialist at jsutherland-ryan@lbgc.org.

Our Hiring Process and Timeline:

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin video interviews on October 5, 2020.
- We would like to have selected the candidate by October 19, 2020.

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.