

Accounts Receivable Specialist

Energetic and passionate Accounts Receivable Specialist needed for an established Non-Profit located in Downtown Seattle! For 90 years, we have been committed to serving the Greater Seattle area as well as those in need worldwide. Our dynamic team of staff members are dedicated to improving lives and are very active in the community.

This position will perform Accounts Receivable (A/R) duties for our organization. The successful candidate will have at least 1+ year A/R experience or equivalent field experience in Accounting. Previous experience with a non-profit organization is preferred, but is not required.

The primary responsibility of the Accounts Receivable Specialist is to efficiently process all cash receipts received by the organization according to Generally Accepted Accounting Principles, following well-documented internal procedures. Other duties may include but are not limited to:

- Processing incoming payments into donor database and general ledger software
- Generating donor statements, program invoices and payment acknowledgments
- Reviewing and transmitting daily cash receipts deposits
- Responsible for researching discrepancies and investigating transaction level detail for donor activity
- Reconciling monthly Receivables and Revenue accounts from A/R sub ledger to GL
- Preparing month-end closing reports
- Communicating with donors about account inquiries and unpaid balances
- Responsible for recording reclassifications for unapplied payments, gifts and pledges
- Maintaining excellent paper and electronic records
- Cross-training on full-cycle Accounts Payable duties and acting as backup if necessary
- Routine and impromptu reporting on a wide variety of revenue-based transactions
- Preparing check requests for funds being passed on to outside organizations

Skills and Qualifications

Technical:

- Associate's Degree, Bachelor's Degree preferred
- Proficiency with Microsoft Excel and Word
- Detail-oriented and high degree of accuracy
- Knowledge of financial accounting theory
- Strong organizational skills
- Experience with Salesforce or SAGE MIP is beneficial

Personal:

- Strong written communication skills
- Excellent interpersonal skills for professional and courteous communication with both external and internal parties
- Desire to learn quickly in a fast-paced environment

- High level of integrity and ability to handle confidential, sensitive issues with diplomacy and discretion

Position Information:

The Accounting Specialist reports to the Senior General Ledger Accountant. This is a full-time position (32 - 40 hours per week).

Compensation Information:

Compensation DOE. We offer outstanding benefits including 403(b) and 401(k), paid time off, sick leave, flexible spending accounts, and medical, dental, and life insurance.

How To Apply

Submit a letter of interest, resume and salary requirements to: accountingjobs@jewishinseattle.org The Jewish Federation of Greater Seattle is a 501(c)3 and an Equal Opportunity Employer. Visit our website at www.jewishinseattle.org