****

**Accounts Receivable Clerk**

**Reports to:** CFO, Controller

**Supervises:** No supervisory duties are included in this position.

**Job Summary** - The Accounts Receivable Clerk is responsible for processing all membership billing items, including monthly charges (dues, etc.), point of sale charges and other miscellaneous billing. Also handles researching and resolving accounts receivable discrepancies, monitoring member account details, processing payments and printing/ emailing statements at month end.

***Required:***

* High school diploma or GED
* Proficient computer skills including Microsoft Office, especially Outlook email and Excel

***Preferred:***

* Associate’s or bachelor’s degree in Accounting, Finance or related area
* Experience with accounting software, specifically accounts receivable module
* Strong organizational skills
* Previous experience in accounting, private club operations, or other hospitality

***Job Knowledge, Core Competencies and Expectations***

* Able to calculate figures and amounts such as late fees, taxes, allocations, proportions and percentages
* Basic knowledge to generate monthly statements and post payments collected appropriately
* Ability to operate computer and other general office equipment
* Familiarity with generally accepted accounting principles

***Job Tasks/Duties***

* Generate, print and mail/email club member statements monthly
* Process member payments and post check/credit card payments received from members
* Investigate inquiries on member charges and respond to member inquiries on their account in a friendly and timely manner
* Generate monthly A/R Aging Reports, including delinquencies and non-member accounts
* Run month end reports and close A/R
* Review and research accounts receivable discrepancies including tracking discrepancies and work with Department Heads to resolve.
* Reconcile and bill reciprocal club charges to member accounts
* Process credit memos for approved adjustments, such as late fees
* Process approved manual adjustments to correct discrepancies between the accounts

receivable sub-ledger and general ledger

* Reconcile general ledger accounts
* Audit daily chits and update end of day POS activity to member’s accounts from all departments
* Assist with clerical work in the Accounting Department
* Assist the Controller in preparing month-end financial statements
* Complete other appropriate assignments made by the Controller or CFO