

Alpha Delta Pi

BE THE FIRST

ACCOUNTS RECEIVABLE SPECIALIST

DEPARTMENT: Operations

POSITION TITLE: Accounts Receivable Specialist

GENERAL DESCRIPTION: As a member of the operations team, the Accounts Receivable Specialist is responsible for performing the day-to-day receivables tasks for both the Sorority and International Housing.

Duties Performed

Responsibilities:

Deposits

- Posts all deposits and payments received from electronic receipts, cash, check, ACH and cash equivalents accepted by Alpha Delta Pi for all Executive Office company files
- Responsible for taking weekly check deposit to the local Truist branch for deposit

ReMember Dues Campaign

- Processes all incoming checks and electronic payments for the ReMember Dues campaign
- Processes the manual enrollment of recurring online payments and notifies the Database Coordinator of enrollments
- Manages the monthly reconciliation and reporting of all funds received and recorded

Badge & Guard Orders

- Daily reconciliation and positing of the "All Badge Orders" report total against the total settled transactions, including processing of any refunds

iMIS Receipts

- Prints and organizes all settled credit card and eCheck receipts filtered through iMIS daily
- Posts all iMIS batches related to ADPi Sorority, International Housing and IHC Services and organizes the electronic files of the posted batches daily
- Imports and reconciles the posted iMIS batches into the accounting software company file and updates the journal entries daily

Other Online Receipts

- Prints and organizes all settled credit card and eCheck receipts daily
- Updates electronic and physical files with payment information as needed including but not limited to posting payments to the accounting software against invoices

Invoicing

- Processes and emails monthly Property/Rent receivable invoices or as needed per the signed agreements (monthly invoicing on the 15th of each month)
- Processes and emails the daily and annual IHC Services invoices
- Processes all iMIS billing including but not limited to:
 - The semi-annual Chapter International Bills
 - The annual Delta member billing
 - The annual Insurance billing in iMIS
 - Weekly chapter fees
- Processes and emails any "Other A/R" invoicing as needed (other events, reimbursements, etc.)

Other Receipts

- Receives and records all loan payments from chapters and house corporations in the consolidated loan

- amortization spreadsheet and emails the loan spreadsheet to the proper recipients monthly by the 7th
- Notifies the Director of Finance/Controller of any outstanding loan payments on the 10th of each month prior to communicating with the loan personnel
- Processes all registration payments and reconciles payments for items sold at events
- Processes Square deposit reconciliations when used at events, maintains the Square account with item and event details and posts Square deposits into the accounting software
- Processes any chapter credit requests in iMIS for Alpha Releases or Duplicated charges and coordinates
- Records in iMIS the Alumnae Association payments not received on the iMIS payment link

Refunds

- Processes all electronic refunds and updates the original entries in the accounting software

Additional Duties

- Fulfills all Alumnae Supply Orders, packages them for shipment, and adjusts the accounting software daily
- Cross train with all TFD personnel
- Manages the departmental email account assigned to this role and keeps it organized
- Send email and newsletter messages as reminders of financial and reporting deadlines
- Audit prep work and assist auditors as assigned for all Executive Office company files
- Special projects as assigned

Expectations

- Ability to work independently and take initiative
- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi values and strategic direction, focusing on the success of the Sorority and International House Corporation
- Promote the ongoing development of a service relationship with collegiate chapters, local and national volunteers, and all members of the Sorority and International House Corporation
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, International House Corporation, Foundation, and service and support vendors
- High degree of professionalism and confidentiality required
- Must have reliable transportation to perform bank runs, driving is required
- Must be able to read all font sizes and colors
- Basic knowledge of Accounts Payable and Receivable processing
- Basic knowledge of budgeting
- Proficient typing and 10-key skills, required

Suggested Background and Experience

- Bachelor's degree in business, finance, or accounting or a minimum of 5 years' experience
- Experience with excel spreadsheets, accounting software (proficient in QuickBooks Enterprise preferred), experience working with iMIS software (preferred but not required)
- Experience in integrated database and accounting software
- Strong analytical thinking and interpersonal skills
- Demonstrates strong knowledge in problem resolution and process improvement/development
- Excellent organizational, verbal and written communication skills
- Demonstrated ability to prioritize and follow through
- Professional, outgoing, customer-service oriented manner
- Detail-oriented with big picture vision, and effective work practices under pressure while meeting all applicable deadlines
- Proactive, self-directed, and able to independently solve problems
- Ability to professionally and effectively handle difficult situations
- Must pass background check

DEGREE OF SUPERVISION: Moderate

FROM: Director of Finance / Controller

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA. Remote employment will not be considered.