

FAIR Accounts Receivable Manager

Job Description

Time required: Approximately 5 hours per week

The Accounts Receivable Manager:

1. Maintains knowledge of FAIR and a personal commitment to its goals and objectives
2. Understands financial accounting for nonprofit organizations
3. Works to collect all monies owed to FAIR
4. Develops and presents to the Finance Director policies and procedures regarding accounts receivable, including credit card and check requirements
5. Ensures, in cooperation with the Treasurer, collection on bad checks in accordance with the Pima County Attorney's Office Bad Check Program (<http://www.pcao.pima.gov/badcheck.htm>)
6. Ensures collection of credit card payments
7. Ensures collection of payments owed by Helen Woodward Animal Center
8. Reports to the Finance Director
9. Performs other responsibilities as assigned by the President, the Executive Board, or the Governing Board

The Accounts Receivable Manager should have:

- Consistently excellent written, oral communication, and critical thinking skills
- Experience in business accounting or collections with experience in a non-profit setting highly desirable
- Excellent computer skills
- A high level of energy and commitment to the mission and goals of the organization
- High attention to detail and strong organizational skills
- An associate's degree in Business or Accounting or the equivalent education or experience.