



## Job Description: Accounts Receivable Coordinator

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### **Job Duties:**

#### **1. Core Responsibilities**

- a. Balance and post ACH and Check payments in QuickBooks
- b. Reconcile Accounts Receivable ledger to balance sheet accounts
- c. Work closely with Billing Coordinator on ensuring all county invoices are being resolved
- d. Create and send accounts statements for room and board
- e. Send past due notices and follow up with guardians on room and board payments
- f. Send delinquent room and board to collection agency
- g. Prepare delinquency reports for management review
- h. Field phone calls from residents and guardians related to personal funds and room and board
- i. Balance and provide resident personal spending funds information in a timely manner
- j. Prepare remote bank deposits
- k. Any other task assigned from the Finance Director

#### **2. Effective Teamwork & Communication**

- a. Maintain a positive, open relationship with clinical team and management
- b. Educate, train, and advocate for all Flatrock Manor residents' rights
- c. Complete any additional task assigned from the Finance Director

#### **3. Requirements**

- a. Two to five years of Accounts Receivable experience
- b. Working knowledge of QuickBooks Online preferred
- c. Strong computer and excel skills
- d. Ability to be productive without oversight
- e. Excellent interpersonal and customer service skills



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- f. Strong written and communication skills
- g. Basic understanding of office software and machinery
- h. Works well under pressure and meets tight deadlines
- i. Great time management skills

*By signing below, you agree to and understand all of your job responsibilities.*

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Printed Name

Signature

Date