



## **JOB DESCRIPTION**

**TITLE:** Accounting Assistant – Accounting Department  
**REPORTS TO:** Accounting Manager, Supervisor  
**FLSA STATUS:** Non-Exempt  
**DATE:** October 25, 2021

## **POSITION SUMMARY**

Under the supervision of the Accounting Manager, the Accounting Assistant will assist the accounting department with various AR clerical and processing duties. This position is responsible for the AR duties which include securing revenue by properly billing members, verifying and posting receipts, resolving discrepancies and supporting the collection process. This position may assist with other tasks as needed. A number of other related tasks are included in this function.

## **ESSENTIAL DUTIES**

- Posts member payments by recording cash, checks, and credit card transactions
- Posts revenues by verifying and entering transactions
- Responsible for collecting and depositing miscellaneous deposits
- Deposits (Members Accts.), from mail or “otherwise”
- Reviewing, reconciling and entering Reciprocal Billing/Charging
- Research and adjust disputes
- Mail Monthly Statements mailed/emailed by the 5<sup>th</sup> business day of the month
- Follow Association policy related to member suspensions
- Assist with the assessment billing and collection process based on management’s needs
- CSD Patrol Revenue Billing
- Reconcile and prepare aging reports – establish Past Due, Collections Letters, suspensions, etc.
- Annual billing for member groups
- Work with Title companies to provide escrow documents related to properties for sale
- Records property sales and create new accounts in member database
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Accomplishes accounting and organization mission by completing related results as needed
- Any other duties as required by management.

## **COMPETENCIES**

- Knowledge of accounts receivable
- Knowledge of general accounting procedures
- Knowledge of relevant accounting software
- Proficient in data entry and management
- Organizing and prioritizing
- Attention to detail and accuracy

- Maintains Confidentiality
- Strategic Thinking and Analytical Problem Solver
- Communications Proficiency
- Information management skills
- Analytical Problem Solver
- General Math Skills
- Team Player, willing to take on projects as required

### **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **POSITION TYPE / EXPECTED HOURS OF WORK**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. This position may require overtime if authorized by manager. Currently, RFSA offers a 9/80 option as well. Attendance policies must be followed as outlined in RSFA Employee Handbook.

### **REQUIRED EDUCATION & EXPERIENCE**

3-5 years accounts receivable or general accounting experience.

College degree preferred in accounting or finance.

Organization, Accounting, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication.

### **OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional assignments and tasks will be required to accomplish as requested. Duties, responsibilities and activities may change at any time with or without notice.