



JOB DESCRIPTION

Position Title	Department	Reports to
Accounts Receivable Clerk	Accounting	Accounting Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	October 19, 2021

Basic Function: The Accounts Receivable Clerk is responsible for daily maintenance of homeowner accounts. The position requires frequent interaction with homeowners, community managers, title companies, realtors, and other interested parties. The Accounts Receivable Clerk reports directly to the Accounting Director.

Principal accountabilities are:

Accounts Receivable duties

1. Post homeowner payments to VMS and scan checks to the bank.
2. Download daily lockbox data for upload to VMS
3. Mediate homeowner disputes and research account discrepancies.
4. Set up payment plans for delinquent accounts and notify board if required
5. Assist homeowner with online payment option, setting up account access, and document requests
6. Assist realtors, title companies, banks with document orders
7. Supply account ledger information to authorized parties
8. Process account adjustments, refund requests, posting errors, payment transfers, ACH returns
9. Process homeowner ACH forms
10. Process title transfers
11. Enter property management detail to accounts
12. Post general ledger payments for reserve transfers, capital contributions, insurance refunds, builder subsidies, new accounts, and any other related charges.
13. Record document and postage income
14. Log builder subsidy payments
15. Post pool and gate key fees and payments, pool bonds, clubhouse deposits and payments, all other extra charges to homeowner accounts as received from managers and admins

Desired Qualifications:

The candidate should have a high school degree and some front line work experience requiring interaction with customers. Must have adequate interpersonal skills with the ability to deal with difficult customers under pressure. Attention to detail is required. Must be proficient in Microsoft Excel and Word. Experience in business accounting software preferred.

Working Conditions:

Will work in an office environment at the main corporate office.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to

enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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