



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship BOSS exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Accounts Receivable Assistant

REPORTS TO: Account Receivable Manager

EMPLOYMENT STATUS: Non-Exempt

TIME COMMITMENT: Full Time

BARGAINING UNIT: Local Union #1991, IUPAT, AFL-CIO

STARTING HOURLY RATE: \$28.84

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

Reporting to Account Receivable Manager, the Accounts Receivable Assistant is responsible for the timely and accurate maintenance of the AR module including, monthly invoices, supporting documents, cash receipts entry in accounting software and payment application. The role requires an individual who is highly organized, detail-oriented, and capable of multitasking to ensure that financial tasks are completed accurately and within specified deadlines. The ideal candidate should have excellent communication skills, both written and verbal, and be proficient in Microsoft Office Suite and accounting software.

Essential Duties and Responsibilities:

- Copy, scan and compile back-up, from accounts payable and payroll, for monthly billings funder invoicing.
- Prepare bank deposits and remote deposits- maintain digital file on google drive.
- Monitoring aging accounts receivable report.

- Entry of cash receipts in accounting software, Responsible for coding deposits to properly recognize revenue or apply to accounts receivable. Ensure transactions are recorded accurately and timely.
- Perform account reconciliation as needed and research and resolve payment discrepancies in a timely manner (Responsible for timely collection.)
- Create and maintain new grant and contract files.
- Create monthly invoices for various contracts.
- Assist with journal entries and reclassing journal entries as needed.
- Assist with preparation of schedules or reports for the organization's Annual Audit and grant audit requests.
- Process and apply payments and credit memos for invoices
- Make finance department supply orders when needed.
- Perform additional duties as may be assigned.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's degree in finance or accounting preferred.
- Minimum 2 years of experience in Accounting, Finance or Business. Prior accounts receivable experience a plus.
- Ability to present information in a clear and concise manner both in writing and verbally.
- Must be proficient in Excel.
- Demonstrated initiative and problem-solving skills.
- Non-profit experience is a plus.
- Familiar with Financial Edge Black Baud is preferred.
- Strong attention to detail.
- Ability to follow instructions.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those BOSS must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hrjobs@self-sufficiency.org