

Job Title: Accounts Receivable Assistant

Position Type: Part-Time (5-7 hours per week)

Pay range: \$18-\$20/hour depending upon experience

Company: EquiCenter

Location: Onsite for training. Remote option available for working hours.

Reports to: Director of Operations

Job Description:

**Summary:**

EquiCenter is seeking a dedicated and detail-oriented Accounts Receivable Assistant to join our team on a part-time basis. The Accounts Receivable Assistant will play a crucial role in preparing bills for individuals and agencies that utilize EquiCenter's services. This role offers a flexible schedule of 5-7 hours per week.

**Key Responsibilities:**

Billing Preparation:

- Generate accurate invoices for individuals and agencies based on their service utilization.
- Ensure invoices include all relevant details, such as service descriptions, rates, and payment terms.
- Record proper credits based on Credit and Cancellation policies.

Documentation Management and Communication:

- Monitor and update customer information and billing records as needed.
- Address customer inquiries and concerns related to billing in a timely and professional manner.
- Collaborate with other team members to resolve billing discrepancies or issues.

Payment Tracking:

- Monitor and track payments to ensure timely receipt.
- Follow up on overdue payments and send reminders when necessary.

Reporting:

- Generate and provide regular reports on accounts receivable status to management.

**Qualifications:**

- Previous experience in accounts receivable or a similar role is preferred but not required.
- Strong attention to detail and accuracy in data entry.
- Previous experience with Quickbooks online is preferred but not required.
- Excellent communication and customer service skills.
- Ability to work independently and meet deadlines.
- Reliable and organized with a strong commitment to maintaining confidentiality.

**How to Apply:**

Interested candidates are invited to submit their resume and a brief cover letter outlining their qualifications and availability to Heather Edes, Director of Operations, at [hedes@equicenterny.org](mailto:hedes@equicenterny.org).