



828-586-5561 ☎

828-586-4039 ☎

www.swedcinc.org 🌐

Po Box 250 Webster, NC 28788 📍

Employment Opportunity – Accounts Receivable Specialist

SALARY \$35,000-\$40,000 Annually **LOCATION** Webster NC

JOB TYPE Permanent, Full Time **DEPARTMENT:** Finance Department


Position Overview

Insuring accuracy and efficiency of operations, processing and monitoring incoming payments in compliance with financial policies and procedures. Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable data. Responsible for preparing bank deposits and reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Generate financial reports detailing accounts receivable status.

Duties/Responsibilities:

- Prepares daily deposit
- Prepares and enters all deposits into the financial system
- Assists fiscal staff by performing duties that may pertain to accounts payable, accounts receivable, payroll, and auditing procedures as assigned. Level of difficulty to be determined by education, experience or demonstrated abilities.
- Confirmation Letters for Audit
- Accounts Receivable Quarterly Reports
- Provide revenue information for Census
- May be asked to complete special projects as assigned by Chief Financial Officer
- Performs other duties as assigned

Education and Experience:

- Applied Associates degree in Accounting, information technologies or related field. AA out of field is also acceptable with some level of experience
 - May be asked to attend trainings, conferences and continue education as written in a Professional Development Plan
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- Experience may be substituted for, or combined with, education
- Demonstrated experience using One Drive, Microsoft Word, Excel and PowerPoint
- Ability to operate a 10-key calculator
- Well-developed team skills

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: 1528 Webster Rd. Sylva NC 28779. Applications may also be emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

****SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***