

I. Position

Accounts Receivable Clerk (4.3)

II. Related Titles

Administrative Assistant; Controller; Accounts Receivable Assistant

III. Essential Functions

Collect charges; prepare and mail receivables; reconcile and post payments received.

IV. Additional Responsibilities

1. Collects all member charges
2. Posts charges to accounts
3. Prepares and mails member charges/statements
4. Receives and reconciles payments on accounts
5. Maintains membership records
6. Audits point of sale charges
7. Responds to member billing inquiries
8. Prepares tip reports for accounts payable
9. Determines and sends delinquent notices
10. Posts delinquent notices
11. Performs miscellaneous office responsibilities
12. Maintains the following records:
 - member accounts
 - accounts receivable trial balance
 - daily, weekly and monthly receivable deposits

V. Reports to

Controller

VI. Supervises

No supervisory duties are included in this position