



Title	Accounts Receivable Specialist
Division	Administration
Department	Business Office
Reports to	Vice President and CFO
Apply to	Valerie Belden 4 Global View Troy, NY 12180 Email: vbelden@wmht.org
Status	Part-time (20 hours) non-exempt
Broad Function	Maintains Accounts Receivable and Cash transactions
Responsibilities	<ul style="list-style-type: none"> ▪ Monitors all cash transactions: <ul style="list-style-type: none"> - Responsible for daily cash deposit - Maintains all spreadsheets associated with deposits - Processes sales and production charges ▪ Responsible for all invoicing activities: <ul style="list-style-type: none"> - Issues invoices for Production and Sales contracts - Performs collection activities, including follow-up phone calls, faxes and letters - Reconciles the AR subsidiary ledger ▪ Responsible for bank reconciliations including lockbox and payroll bank accounts ▪ Assists in Audit preparation ▪ Performs other duties as assigned
Requirements	<ul style="list-style-type: none"> ▪ Four-year college or associate degree (preferably in accounting) and demonstrated relevant experience. ▪ Knowledge of accounting. ▪ Has worked with cloud-based accounting systems. ▪ MS Word, MS Excel Required. ▪ Knowledge of MS Outlook preferred. ▪ Demonstrated data entry experience. ▪ Ability to analyze and process information accurately. ▪ Ability to meet deadlines and organize work. ▪ Demonstrated oral and written communications skills.
Hours	4 hours per day
Job Location	WMHT Broadcast Center, 4 Global View, Troy, New York (RPI Technology Park)
Start Date	As soon as possible
Salary Range	The salary range per hour is \$22.00 - \$28.00
Closing Date:	Applications will be accepted until the position is filled.
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