



United Way of Central and  
Northeastern Connecticut

## ***Job Posting*** **Accounts Receivable Coordinator**

### **About Us**

United Way of Central and Northeastern Connecticut is one of more than 1,200 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

### **Our Mission**

To engage and bring together people and resources committed to the well-being of children and families in our community.

### **Join Our Team! Career Opportunity**

We are searching for a **Accounts Receivable Coordinator** who's mission-driven, team-oriented and has a 'can-do'/solution outlook. The Accounts Receivable Coordinator would be excited by working in a fast-paced environment while managing multiple priorities.

As the **Accounts Receivable Coordinator**, you will:

- Prepare and process bank deposits and receivable checks.
- Timely and accurate processing of payment application via banking lockbox.
- Process receivable payments in an accurate and timely manner.
- Record receivable activity in our customer relationship management (CRM) database Stratus LIVE.
- Responsible for monthly billing to external constituents, collections research, credit card processing and researching funds received from campaign companies and/or other sources while updating our main database.
- Assists with our Stratus LIVE hosted agency portal system, provide technical support and customer service to internal and external constituents.
- Reconcile and maintain receivable logs.
- Provide month end report of outstanding receivables
- Coordinate and process monthly reminder statements for scheduled payments.
- Research and resolve issues related to assigned accounts and communicate resolution with internal staff, donors, agencies and other United Ways to address problems.
- Works in partnership with relationship management, to establish cohesive communications to external constituents.
- Works in conjunction with campaign managers to establish correct handling of payments and processes them accordingly.
- Works in partnership with the Finance team to adhere to audit controls and quality assurance.

- Prepares payment receipt for donors as requested.
- Protects organization's value by keeping information confidential.
- Assists with departmental processing during peak and/or vacation times.
- Assists with front desk coverage as assigned monthly.
- Performs other duties as required.

#### **QUALIFICATIONS AND COMPETENCIES:**

- Associates degree in accounting preferred or equivalent business-related experience with accounts receivable applications.
- Proficiency in Microsoft Office Suite required.
- Proficiency in Microsoft customer relationship management software (Stratus Live preferred).
- Experience in advanced Microsoft excel formula and SQL applications
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.
- Strong customer focus in all tasks and activities, even while at times under pressure.
- Ability to perform job with integrity, mission, vision and values consistent with United Way of Central and Northeastern Connecticut.
- Ability to relate well with people from diverse groups.
- Driver's license and valid transportation required.

#### **How to apply:**

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT  
 Human Resources  
 30 Laurel Street  
 Hartford, CT 06106

Email: [positions@unitedwayinc.org](mailto:positions@unitedwayinc.org) No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.