

Name: \_\_\_\_\_



The Accounts Receivable Associate administers all accounts receivables functions in order to assist in the timely invoicing and receipt of payments from all customers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare daily cash deposits from previous day, enter finalized cash receipts, update accounts receivable ledger and accurately maintain the daily cash receipts log.
- Research and process customer claims of invoice payment, returns, and insufficient funds.
- Complete monthly account reconciliations.
- Meet monthly with Sponsorship and report to Controller any delinquent accounts.
- Answer accounts receivable phone inquiries and provide follow-up until successful completion.
- Generate show settlement invoices, catering invoices and misc. invoices.
- Call or mail correspondence to customers as necessary in order to update accounts.
- Ensure A/R ledger is current and all past due accounts have been contacted.
- Prepare month end accounts-receivable reports.
- Make bank deposits daily using remote deposit method.
- Review and process all merchandise receipts and record all merchandise revenue.
- Review, reconcile and prepare daily Box Office Reports.
- Prepare daily Box Office General Ledger Journal Entries.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to write simple professional correspondence.
- Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Able to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Able to demonstrate sound judgment, integrity, and ethical behavior in all daily activities.
- Skilled in Windows based programs including Word, Outlook, Excel, and PowerPoint.
- Able to work a flexible schedule including nights, weekends, and holidays as needed.
- Able to communicate effectively, both verbal and written, in English.
- Able to work effectively and positively with others.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High School and Higher: General/ Administrative/ Accounting/Business/or any equivalent combination of training and experience.
- 2-5 years of Accounting experience.
- 2-5 years of Microsoft Excel experience.

If you are interested in this position, please submit your resume to [arsearch@browardcenter.org](mailto:arsearch@browardcenter.org).