



## Accounts Receivable Specialist

### About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 44 years of community organizing and resident leadership values in support of Boston residents. We seek to transform the lives and amplify the voices of residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity, safe and vibrant neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

As its scope of operations and level of financial activity continues to increase, JPNDC is seeking an experienced professional to serve as an Accounts Receivable Specialist. This person will directly report to the Accounting Manager to help manage incoming payments, properly tracking and entering them into a database to maintain accurate records of this dynamic organization.

### Roles and Responsibilities:

#### Data Entry

- Record and post all entities cash receipts accurately twice a week received in as check, cash, and credit card transactions.
  - Create and send all entities billing invoices and monthly statements
- Such entries will consist of the following but not limited to:**
- Tenant rental income and CAM and other tenant billing
  - Family Childcare Service parent fees
  - Fundraising donations from internal and general public received by mail and 3<sup>rd</sup> party portal Classy and Wepay
  - Asset Management Fees
  - Grant Funding
  - Micro Loan fees for the Small Business and Family Childcare Educators
  - Real Estate project intercompany receipts and billing

### **Customer Service**

- Direct contact for all accounts receivable transactions, requests, discrepancies made by email, by phone, or onsite office walk-in. Respond to all inquiries in a timely manner.
- Maintain regular communications with tenants, clients and property management regarding billing and financing requirements.

### **Financial Reporting**

- Process donation report and reconcile Classy and WePay to ensure they are reported properly.
- File annual reports for all entities.
- Reconciling and reporting of our Micro-Loan program.
- Maintain grant funds and provide updates to Director of Finance, and program managers.
- Prepare and submit monthly and quarterly invoices for grant reimbursement.
- Provide backup for accounting team as needed.

### **General Qualification**

- Must have experience in Accounts Receivable Billing
- Strong communication skills with cross departmental client and vendor coordination
- Strong organizational skills with detail- oriented mindset
- Bilingual oral and writing skills ( Spanish/English) preferred
- Sage experience preferred
- Must have multiple entity experience
- Capable to work independently

### **Education**

- Bachelor's Degree in accounting preferred, will consider a candidate with long term experience.

### **Employment Terms/Compensation:**

This is a full-time, salaried position with full benefit package. Salary is negotiable depending on experience.

Please email cover letter and resume to: [jobs@jpndc.org](mailto:jobs@jpndc.org). **Applications without a cover letter will not be considered.**

No phone calls please. This position will remain open until filled.

### **JPNDC is an Affirmative Action/Equal Opportunity Employer**

To learn more about our organization and the communities we serve visit us at [www.jpndc.org](http://www.jpndc.org). We look forward to working with you.