



MOBILE MEALS OF TOLEDO, INC.

Job Description: Accounts Receivable Specialist - Full-Time

Reports to: Controller

Salary Range: \$46,000 - \$52,000

Organizational Overview:

Mobile Meals of Toledo (MMoT) is a nonprofit established in 1967 that was founded to support the greater Toledo area seniors and the medically fragile with access to nutritious meals and social connections to enable our neighbors to age in place and enjoy a healthy, safe, and independent life.

General Summary:

Responsible for processing and recording daily cash receipts and accounts receivable maintenance for clients and donors. This position handles month-end billing of client accounts, third-party insurance carriers, and/or funding agencies for home-delivered and congregate meal services. Also, this role assists with customer and vendor relations, from maintaining files, reviewing data output, preparing reports, and field calls with clients and vendors.

Principle Duties and Responsibilities:

- Manage the processing of daily cash receipts received from clients via check, credit card, lockbox and ACH (25%)
- Manage the processing and reconciliation of daily cash receipts received from other funding sources such as insurance carriers and/or regulatory agencies (25%)
- Manage the reconciliation of daily cash receipts to daily bank transaction listing (10%)
- Support month-end billing reconciliation for multiple funding sources (15%)
- Manage processing of month-end billing/invoicing for multiple funding sources (15%)
- Back-up coverage for vendor payables and cash disbursements
- Back-up coverage for bank reconciliation

Qualifications:

- Bachelor's degree in Accounting, Finance, Business or a related field preferred
- Associate degree with progressive work experience will be considered
- Minimum two years of cash receipts, cash disbursements, corporate or 3rd party insurance billing, accounts receivable, accounts payable, and/or general accounting experience preferred
- Minimum of three years, experience with relational database management, CRM or ERP systems (such as MIP Abila, Network for Good, and/or SERVTracker CXM software)

- Must have strong analytical, problem-solving capabilities
- Excellent skills with MS Office 365 (including Pivot tables in Excel), Google, and uploading billing using various online insurance/regulatory agency portals
- Ability to research and resolve discrepancies and/or disputes
- Able to work in a fast-paced environment
- Audit preparation and experience helpful
- Professional claims processing experience helpful

Physical & Cognitive Demands:

This position is generally set in a comfortable office environment. Sometimes, this role requires work outside the standard office hours that may occur during or after business hours for audit preparation, month-end reporting, and organizational special events. If you participate in community events for the agency, this may range from a few hours to an entire day in indoor and outdoor environments, on occasion. This role requires seeing, hearing, sitting, walking, talking, writing, standing, depending on the situation.

Additional Information:

The above list of duties is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not construed as an exhaustive list of duties performed by the individuals, nor is it intended to limit or modify in any way the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

This position is a full-time salaried, 40 hours/week. Work will be conducted primarily in person at the Mobile Meals of Toledo offices Monday through Friday.

To apply: Send an email to info@mobilemeals.org and include in the subject line: "MMoT Accounts Receivable Specialist."

Replies to this job posting should include a resume; a cover letter is optional.

Mobile Meals of Toledo is an equal-opportunity employer and complies with all applicable federal and state laws regarding nondiscrimination. Mobile Meals is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment or program delivery.

Benefits:

Medical, Dental and Vision coverage. Short-term and Long-term disability. 403B (401k) with 3% match after 6 months. Two weeks paid vacation, two weeks personal time off, and 10 paid holidays.