



**MOBILE MEALS OF TOLEDO, INC.**

**Job Description:**

**Accounts Receivable Specialist**

**Reports to: Controller**

**Salary Range: \$18-19**

**Organizational Overview:** Mobile Meals of Toledo (MMoT) is a nonprofit established in 1967 that supports seniors and the medically fragile in the greater Toledo area with access to nutritious meals, social connections, and the ability 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 by maintaining files, reviewing data output, preparing reports, and fielding calls with clients and vendors.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Enters daily cash disbursements received from donors and insurance carriers via check, credit card, lockbox, and ACH.
- Enters incoming vendor invoices into MIP
- Print cash receipts, cash disbursements, accounts receivable, and accounts payable reports as required.
- Monitor accounts receivable using detailed aging reports
- Month-end account reconciliation and variance analysis as assigned.
- Assist with the month-end close and annual audit.
- General filing and other duties as assigned by the Controller.

**Qualifications:**

- Associate degree in Accounting, Finance, Business, or a related field
- Minimum two years of cash receipts, cash disbursements, corporate or 3<sup>rd</sup> party insurance billing, accounts receivable, accounts payable, and/or general accounting experience preferred
- Audit preparation and experience are helpful
- Minimum of two years of experience with relational database management, CRM, or ERP systems (such as MIP or QuickBooks)

**Skills, Knowledge, and Abilities:**

- Ability to research and resolve discrepancies and/or disputes.
- Able to work in a fast-paced environment.
- Must have strong analytical and problem-solving capabilities
- Excellent customer service skills.

- Highly proficient with Excel, Word, Outlook, Google, custom accounting, and client management software applications.
- Able to analyze financial records in multiple software applications.
- Highly accurate data entry and word processing skills.
- Ability to research and resolve discrepancies and/or disputes.
- Detail-oriented; able to prioritize duties, work independently, and multitask.
- Able to work in a fast-paced environment and meet task deadlines.
- Good written and verbal communication skills.
- Working knowledge of generally accepted accounting principles.
- Assist team members when needed to accomplish team goals.

**Physical & Cognitive Demands:** This position is generally set in a comfortable office environment. There are times when this role requires work outside standard office hours, including 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, and 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.

**Payrate:**

**\$18 -19 an hour. Part-time in-person work for 12-18 hours a week.**

**To apply: Send an email to [info@mobilemeals.org](mailto:info@mobilemeals.org) and include in the subject line: “MMoT Accounts Receivable Specialist.”**

Replies to this job posting should include a resume, and 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 on the basis of 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.