



**JOB TITLE:** Accounts Receivable Specialist

**SALARY RANGE:** \$40,000 - \$60,000

**OPENING DATE:**

**DATE:**

**WORK HOURS:** 8:30a.m. – 5:30p.m. Monday - Friday  
Flexible hybrid schedule to be determined with supervisor.

**JOB SUMMARY:** This position reports directly to the TBD. Under general direction, this position is responsible for overseeing billing operations and processes in order to ensure proper accounting for, and collection of account balances. This entails billing for various items, leading collection efforts on aged invoices and recording payments as received.

**ESSENTIAL JOB FUNCTIONS:**

- Generate timely and accurate invoices as requested by all internal departments
- Prepare cash/check receipts for review and deposit
- Reconcile credit card payments processed by clients via online portal
- Manage collection efforts on aging receivable items
- Assist the membership team with regular status updates of membership invoices
- Update company CRM as membership payments are received
- Reconcile, monthly, any applicable GL accounts
- Maintain and improve data in customer profiles
- Provide support during annual financial audit
- Update job knowledge by participating in educational opportunities
- Assist in financial analysis and fiscal projects as needed
- Assist with monthly collection and reconciliation of company credit card receipts
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**JOB REQUIREMENTS:**

- Two (2+) years of experience in Accounts Receivable or other accounting fields

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university
- Advanced experience with Excel
- Ability to utilize Microsoft Office suite of softwares
- Experience in Microsoft Dynamics SL
- Experience in QuickBooks
- Experience in Simpleview
- Experience with membership billing
- General knowledge of GAAP

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to proficiently communicate in English; verbally and in writing.
- Ability to manage multiple parallel projects with tight deadlines
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to establish and maintain an effective working relationship with employees, management and the general public.
- Knowledge of principles and practices of financial record keeping.
- Skill in using a personal computer and associated software programs.
- Ability to read, analyze, interpret and/or prepare financial and accounting documents and reports.
- Ability to schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Ability to maintain confidential information.
- Ability to perform all the physical and analytical requirements of the position, with or without accommodations.

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com).**

Job post: <http://partners.visitsanantonio.com/english/jobs>