



# STAR VISTA

**JOB TITLE:** Accounts Receivable Associate  
**DEPARTMENT:** Finance/Administration Department  
**REPORTS TO:** Accounts Receivable Director  
**POSITION STATUS:** Non-Exempt - Full-time - 40 hours per week

## POSITION PURPOSE AND OBJECTIVES

This position reports to the Accounts Receivable Director, is customer service oriented and provides support for both our finance, administration departments, and agency programs. This person should fully understand how Accounts Receivable affects the entire agency and strive for excellent receivables management to ensure all invoicing goes out in a timely manner and payments are collected & recorded accordingly.

## ESSENTIAL JOB FUNCTIONS:

- Assist with accounts receivable billings pertaining to our contracts and grants
- Record cash receipts and make bank deposits
- Reconcile payments received with billing invoices
- Works with Program Directors to reconcile various bank statements with data bases such as BrainTree, PayPal, etc.
- Handle petty cash disbursements and reconciliations
- Assist in processing credit card charges
- Collection of client fees from programs for reconciling, bank deposits, and monthly reporting
- Send out client fee statements for unpaid balances when needed
- Collaboration and training of interns for counseling programs service fee procedures
- Work with agency departments to compile data needed for billing purposes
- Attend internal and external meetings as needed
- Support annual audit processes
- Special projects as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- 2+ years of Accounts Receivable Experience
- Demonstrable and verifiable skills, abilities, and qualities commensurate with the position requirements
- Intermediate computer skills and knowledge (Word & Excel)
- 10-Key by touch

## SUCCESS FACTORS:

- Ability to handle multiple tasks with minimum supervision and maintain composure under pressure
- Well organized, detail oriented, dependable, punctual, and able to consistently produce accurate and timely work
- Flexibility in meeting changing priorities as the work requires.
- Able to effectively communicate with all levels of agency staff
- Work cohesively as a team member in the finance department
- Able to make logical and sound decisions for appropriate and effective results

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**TO APPLY:** Send resume to [jill.kingery@star-vista.org](mailto:jill.kingery@star-vista.org)

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**StarVista** is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agency and its programs can be found at [www.star-vista.org](http://www.star-vista.org).