



**Title:** Accounts Receivable Specialist

**Team:** Operations

**Supervisor's Title:** Senior Director of Operational Strategy

**Position Status:** Full time, exempt

**Position Location:** Carmel, Indiana

**Position Summary:** Leads efforts to ensure accounting records are accurate and in compliance with national financial policies. Oversees the preparation of financial reports for the national organization. Manages the internal billing and payment system for chapters and members.

**Qualifications:**

- Bachelor's degree in finance, accounting or similar
- Proficiency with accounting software systems and membership database systems
- Prior experience in finance, accounting or related fields.
- High level of accuracy, accountability, and attention to detail

**Responsibilities:**

- Record cash receipts and input daily cash receipts into the membership database. Communicate with members about payments and outstanding balances.
- Manage the billing system of chapters and individuals, which includes, but is not limited to, sales transactions, billing scripts, orders, credit memos, debit memos, and refunds.
- Manage housing and furnishing fees for participating chapters, including working with finance and housing volunteers to ensure housing petitions are current.
- Process alumnae dues within the membership database.
- Work with alumnae and collegiate services teams to process and manage reinstated members and alumnae initiates.
- Provide monthly invoices to entities, chapters and individuals.
- Review and post batches in the database including end of month reporting.

**Expectations:**

- Consistently demonstrate through words, actions and interactions, alignment with the Sorority's values, strategic direction and commitment to diversity, equity access and inclusion, focusing on the success of the organization.
- Promote the ongoing development of a service rapport with chapters, local and national volunteers and all members of the Sorority.
- Represent Sigma Kappa within related professional organizations as approved by the executive director.
- Assist with preparations for national meetings as assigned, and travel to meetings to provide on-site staff support.
- Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
- Demonstrated project management experience.
- Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
- Maintain and develop materials and procedure notebooks as appropriate to the position.
- Perform other duties as may be prescribed by the executive director or senior director of operational strategy of Sigma Kappa Sorority.

**Technical/Computer Skills:**

- Ability to effectively use email (MS Outlook) and MS Office software programs as necessary.
- Ability and willingness to effectively use other job-related technology tools

**Physical Demands:**

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit over 2/3 of the time.
- Ability to talk or hear from 1/3 to 2/3 of the time.
- Ability to lift 20 lbs. under 1/3 of the time.

**Work Environment:**

- The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
- This position requires working independently as well as part of a team.
- This position requires verbal and face-to-face contact with others on a daily basis.
- Frequent use of a computer, general office equipment, and/or personal device (e.g., cell phone, tablet) is necessary.
- The position requires client information be maintained appropriately confidential.

The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Sigma Kappa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.***

***This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.***