

UNITED WAY OF THE GREATER CAPITAL REGION
POSITION DESCRIPTION

Accounts Receivable & Revenue Coordinator

The **Accounts Receivable & Revenue Data Processor** is responsible for timely and accurate posting of cash to either open receivables or creating new revenue, collection of outstanding accounts receivable, applying accounting principles and procedures to analyze financial information, preparing accurate and timely financial reports and statements, and ensuring appropriate accounting control procedures.

Key Responsibilities

- Apply all cash to open receivables and generate pledges/invoices.
- Seek out and file appropriate back-up documentation for all deposits.
- Weekly cash reconciliation.
- Generate and analyze Accounts Receivable & Revenue data for monthly financial statements.
- Resolve Accounts Receivable & Revenue discrepancies and irregularities.
- Assist in the monthly reconciliation of StratusLIVE data with QuickBooks data.
- Identify and perform write-offs in StratusLIVE according to policy.
- Assess current Accounts Receivable & Revenue accounting operations, offering recommendations for improvement, and implementing new processes as needed.
- Continuously improve internal control structure and procedures to enhance efficiencies and transparencies.
- Assist in the annual budget process as needed.
- Prepare for the annual audit and assist auditors as needed.
- Complete special projects and tasks as requested by the Director of Data & Strategic Operations and CFO.

Qualifications

- Results oriented and personally accountable for expectations and timelines.
- Ability to work independently, manage multiple tasks, and meet project deadlines with a high degree of accuracy.
- Displays cognitive skills (written and oral communications, logic, judgment, teamwork, mobility, and manual dexterity).

- Working knowledge of general accepted accounting principles and financial reporting/budgeting in a non-profit environment.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work with a group to reach consensus, effectively solve problems, and make decisions.
- Demonstrated ability to make sound/timely decisions in a disciplined and systematic manner based on available information and supported by overall organizational/departmental goals and priorities.

Education and/or Experience

- Some college education (degree preferred) and 1-2 years in a billing department role.
- Basic understanding of computer software programs and applications designed for financial management.
- Advanced skills in Microsoft Office products, especially Excel.
- Experience with donor database/CRM and QuickBooks a plus.
- Accounts receivable: 1 year (Preferred)

Pay: \$23.00 - \$27.00 per hour

Job Type:

- Full-Time (37 hours per week)
- Monday- Friday
- In-Person: Albany, NY
- Must be relocated to Capital Region before beginning work

Benefits:

- 401k
- 403b
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- Medical/Dental/Vision Insurance
- Paid time off/Volunteer time off

- Tuition Assistance

Application Question(s):

- What accounting or EPR or CRM software have you used previously?
- From 1 to 10, how do you rate your Excel skills?

About the Organization

United Way of the Greater Capital Region (UWGCR) is a leading nonprofit organization and social impact innovator dedicated to addressing the region’s greatest challenges in health, youth opportunity, community resiliency, and financial security. UWGCR’s mission is to harness the power of community to give, advocate, and serve so that every individual and family has the opportunity to thrive.

United Way of the Greater Capital Region Values & Work Environment

This position is based at The Blake Annex, a vibrant community hub of like-minded mission-based organizations.

As an organization, we are guided by the following values:

- Be radically candid and transparent
- Think boldly and creatively to problem-solve differently
- Lead with trust, gratitude, and humility
- Commit to excellence
- Take care of each other
- Celebrate innovation
- Consistently collaborate, learn, and grow

Our Commitment to Diversity, Equity, & Inclusion

United Way of the Greater Capital Region is committed to embracing and advancing diversity, equity, and inclusive excellence. As an organization and community partner, UWGCR seeks to work collaboratively with members of ethnically/racially minoritized, international, LGBTQIA+, and disability communities as well as diverse gender identities, socioeconomic backgrounds, religions, and political beliefs, to create equitable and inclusive spaces and opportunities through intentional and impactful practices. We achieve this goal by addressing and combating systemic, institutional, and historical barriers. Collectively, we acknowledge that diversity, equity, and inclusion can only be achieved when we recognize, create space, and listen attentively to individuals from

historically excluded groups as equal partners. Additionally, we strive to develop and implement policies and systems grounded in antiracism. To this end, we commit to intentionally creating pathways for individuals of historically minoritized groups to be included in leadership, planning, and decision-making roles, including business opportunities with UWGCR, and partnering institutions. We maintain that building, strengthening, and sustaining diversity, equity, and inclusion in our community and society requires an ongoing commitment that is fully expressed and supported in organizational culture, values, norms, policies, practices, and behaviors.