Accounts Receivable/Office Services Coordinator

Position: **Accounts Receivable/Office Services Coordinator**

Date: **November 30, 2012**

SUMMARY:
Responsible for the maintenance of accounts receivable (invoicing, collections, cash receipts allocation) including research/resolve billing disputes and maintaining various reports. Handling general office duties and ensuring the coordination of catering, shipping and other supporting tasks as necessary. Performs classroom and conference room set-ups, maintains proper inventory levels for office and kitchen supplies.

POSITION JOB RESPONSIBILITIES:

A/R & ACCOUNTING DUTIES

- Handle all accounts receivable collections, post write-offs, process refunds and invoicing
- Process all incoming checks, wires, and ACH credits received for payment
- Balancing and reporting of daily credit card transactions
- Post and monitor royalty revenue
- Resolve credit card disputes and/or problems
- Create and maintain all daily and monthly iMIS batches
- Month end responsibilities include: bank reconciliation, revenue reconciliation, running necessary reports and balance sheet workpapers
- Other special projects or assignments as needed

OFFICE SERVICES COORDINATOR

- Responsible for proper and timely set-up and maintenance of classrooms/conference rooms
- Order and/or pickup supplies including, but not limited to, office supplies, kitchen and beverage supplies. Responsible for maintaining daily inventory and restocking of same
- Place all in-house catering orders, ensuring accurate counts and order content. Monitor quality of catering service with healthy offerings.
- Maintain clean and organized kitchen areas, including refrigerators and microwaves. Handle all catering clean up.
- Coordinate offsite storage with annual audit of contents, orders for boxes and maintain inventory/record retention policy
- Coordinate light repairs & maintenance of office facility
- Process postage, UPS/USPS or other shipping requests
- Establish relationship with hotel vendors for class attendees
- Coordinate outside vendors for all printed supplies
- Process travel requests with travel agency according to AIAG travel policy
- Responsible for 1st floor storage
- Other special projects or assignments as needed

MINIMUM REQUIREMENTS:

- High school diploma or GED required.
- Must be able to lift weight of 30 lbs. and be able to move tables/chairs
- Two or more years work related experience in Accounts Receivable
- Must be able to work independently and multi-task
- Ability to communicate and work with employees/customers/vendors a