

We are currently seeking an accounting professional to serve as Isles' Accounts Receivable Specialist. This position will play a critical role in Isles' operations by insuring the accurate and timely collection and reconciliation of all accounts receivable including donations and monthly rent payments for multiple Isles properties. We seek a detail oriented professional with strong analytical, time management and communication skills who will be adaptable to change and who will thrive in a fast-paced environment. S/he must welcome the challenges associated with working in a multi-service organization supported by a large number and type of funding sources.

The Accounts Receivable Specialist reports to the Controller. S/he will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

Essential Functions of the Position:

- Prepare monthly tenant and other invoices for timely delivery
- Enter new tenants, maintain notes and other tenant information in accounting software
- Work with Controller to ensure there are no issues with tenant accounts and invoicing
- Deposit checks daily in all bank accounts and maintain all associated records including electronic copies of checks
- Review and post all payments by recording checks and EFT transactions
- Investigate delinquent accounts and contact tenants or other funders to collect payment as expeditiously as possible, following up consistently to monitor expected payment dates
- Maintain accounts receivable aging for Isles and all subsidiaries
- Resolve valid or authorized deductions by making adjusting entries
- Work with Resource Development to import donor contribution files and resolve discrepancies
- Reconcile all general ledger and receivable accounts on a monthly basis

Base Qualifications for Position:

- Associates degree in accounting or higher preferred
- At least 3 years related work experience, preferably in the non-profit sector
- An understanding of GAAP
- Complete discretion with private, personal, and confidential information required
- Expertise in Microsoft Excel; proficiency in Outlook and Word
- Knowledge of MIP accounting software preferred
- Experience in Real Estate accounting preferred
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent analytical skills and attention to detail

Applicants should email cover letter and resume to hr@isles.org. Application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.