



The New England Center  
for Children®  
*Autism Education and Research*

## ACCOUNTS RECEIVABLE BOOKKEEPER

**Department:** Operations/Business Office

**Reports to:** Director of Finance

### Overall Responsibility

Under the direct supervision of the Director of Finance and the general direction of the Chief Financial Officer, the Accounts Receivable Bookkeeper is responsible for invoices, bill reconciliation, and documentation for Accounts Receivable by the Center.

### Essential Duties and Responsibilities

- **Billing and Collection**
  - Prepare and submit monthly Tuition billing for each student to the various LEA's, state agencies, and private payors.
  - Prepare and submit monthly Attendance to all LEA's.
  - Prepare and submit additional Attendance & supplemental invoices for various students based on specific LEA requests.
  - Prepare and submit monthly billing for Consulting Services to each customer.
  - Prepare and submit weekly billing for Home-Based Services to each Early Intervention provider. Work closely with the Home-Based team to ensure billing information received is timely and accurate. Adhere to strict billing deadlines.
  - Call and collect all A/R over 45 days old and maintain A/R ager.
- **Cash Receipts, Deposits and Journal Entry**
  - Process daily bank deposits for miscellaneous cash, A/R, and Fundraising receipts.
  - Balance cash to the A/P Cash Disbursement Journal at month end.
  - Post all A/R cash to proper accounts.
  - On Excel spreadsheet, record all miscellaneous cash deposits.
  - At end of month, total and add on any miscellaneous cash from the Batch Register and prepare monthly journal entry.
- **Bank Statements**
  - Enter the cancelled checks in Microsoft Dynamics SL from the monthly bank statement.
  - Check all deposits and fees. Run reports. Reconcile to the GL.
- **Student Files**
  - Prepare new student files and maintain correspondence and billing files.
  - File monthly invoices after the next month's billing is complete.
- Answer telephone, respond to email requests, and assist those visiting the Business Office as needed (telephone and direct contact with employees, vendors, banks and others approximately 30% of the job).
- Front desk backup, as needed
- Assist in Annual Audit, as needed
- Perform other duties as assigned by Director of Finance

### Qualifications

- Ability to use independent judgment on many items.

- Ability to maintain contact with employees, vendors, banks and others in a confidential manner.
- Ability to deal with confidential and sometimes controversial information, requiring judgment as to reply or referral.
- Degree in accounting or two years related experience.
- Experience with Microsoft Dynamics SL or comparable general ledger system preferred.