

**FAIRMOUNT PARK**

**CONSERVANCY**

# Accounts Receivable Specialist

## **Organizational Overview:**

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 200 neighborhood parks around the city.

## **Position Overview:**

Reporting to the Controller, the Fairmount Park Conservancy (FPC) is seeking an Accounts Receivable Specialist (ARS) who will be responsible for the oversight of all accounts receivable and revenue including fee-for-service contracts, rents, pledges, and other inflows of cash. Additionally, the role will work with the C-Suite to manage, record, and track all contracts and contract execution for FPC. This position requires discretion, organization, and strong interpersonal skills.

## **Responsibilities:**

- Create invoices for service contracts, rents, pledges, and other sources of revenue; gather all supporting documentation, receipts, etc., for invoice submission.
- Record fee-for-service invoices, pledges, and other receivables in Sage accounting software.
- Record, reconcile and track all receipts of revenue and cash.
- Maintain and reconcile the AR aging schedule at least on a monthly basis.
- Meet weekly with the Development division to ensure proper recording and reconciliation of gifts and timely receipt of pledges.
- Meet weekly with programmatic teams to review fee-for-service contracts, billable hours, materials reimbursements, rent payments and other revenues in order to prepare and send invoices.
- Meet weekly with Senior Leadership to report on weekly, monthly, and quarterly AR status including delinquent, current and upcoming receivables.
- Prepare necessary schedules and reports for the FPC senior leadership team, finance committee and board of directors.
- Assist Finance team in preparing monthly reports, audit preparation and 990.
- Manage contract record keeping across organization ensuring the compliance with delegation of authority; ensure that all elements of execution of contracts have been completed.
- Other duties as assigned.

## **Qualifications:**

- Education: Bachelor's degree or equivalent experience in finance and/or accounting

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- Must have a valid driver's license and daily access to a vehicle as some work in the office will be required 2-3 days per week.
- Strong interpersonal skills with the ability to work inclusively across lines of difference in a variety of settings;
- Proficiency with basic computer skills
- Flexibility and willingness to research and learn new tools, technology, and resources;
- Exceptional organizational skills and a system-oriented working style in order to manage contracts, invoicing, and accounts receivable;
- Creativity, problem-solving skills, and a self-starting attitude necessary to identify and initiate areas for improvement;
- Flexibility, patience, and willingness to learn;
- Excellent writing, communication, and listening skills;
- Excellent judgment along with experience exercising discretion and confidentiality
- MS Excel skills, with experience validating data, creating spreadsheets, and using basic formulas;
- Sage accounting software strongly preferred;
- Smartsheet database experience a plus.

## **Compensation:**

The salary range for this position is \$42,000 - \$52,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

## **Anti-Discrimination Policy:**

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

## **To Apply:**

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at

<https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Deadline for application is September 13, 2021. Applications will be considered on a rolling basis.