

FAIRMOUNT PARK

CONSERVANCY

Accounts Receivable Specialist

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. 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, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

Position Overview:

The Fairmount Park Conservancy (FPC) is seeking an Accounts Receivable Specialist who will be responsible for assisting with the oversight of accounts receivable and revenue including fee-for-service contracts, rents, pledges, and other inflows of cash. This includes the reconciliation of the gift management and accounting systems. Additionally, the role will work with the Revenue Cycle Manager (RCM) to 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
- Process weekly check deposits and record, reconcile, and track all other receipts of revenue and cash
- Maintain and reconcile the AR aging schedule at least monthly
- Meet weekly with the Development division to ensure proper recording and reconciliation of gifts and timely receipt of pledges
- Meet weekly with the Places division to review fee-for-service contracts, billable hours, materials reimbursements, rent payments, and other revenues in order to prepare and send invoices and quarterly reports to the City
- Meet monthly with Communities division to prepare invoices and corresponding reports.
- Prepare necessary schedules and reports for city partners, fee-for-service contracts, and other external financial services clients
- Meet weekly with RCM to report on weekly, monthly, and quarterly AR status including delinquent, current, and upcoming receivables

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- Assist RCM with contract record keeping across organization ensuring the compliance with delegation of authority; ensure that all elements of execution of contracts have been completed
- Assist Finance team in preparing monthly reports, audit preparation, and 990
- Other duties as assigned

Qualifications & Competencies:

- Bachelor's degree or equivalent experience in finance and/or accounting
- Must have a valid driver's license to operate FPC vehicles
- Reliable access to transportation is required as FPC operates under a hybrid model and in-office work is 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 and/or Raiser's Edge database experience a plus

Reporting and Management Duties:

This position reports to the Revenue Cycle Manager (RCM) but will work closely with all departments at Fairmount Park Conservancy.

Compensation:

The salary range for this position is \$45,000 - \$55,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement benefits.

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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.

COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, and three work related references as either PDF or Word documents and submit at <https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Application deadline is September 6, 2022.