



HOSTS THE



WHICH BENEFITS



## Accounts Receivable Specialist

**Reports to:** Senior Staff Accountant

**Type of Employment:** Full-time, Non-Exempt

### Salesmanship Club of Dallas

The Salesmanship Club of Dallas is a civic organization of over 600 businessmen and businesswomen. These Club members are dedicated volunteers for their charity, Momentous Institute, a non-profit organization that provides education and mental health services for children and their families in the greater Dallas area. Each staff member at the Salesmanship Club of Dallas interacts with the Club members to varying degrees.

### Job Description

This position is responsible for the preparation of financial information for the various Salesmanship Club entities. This position will provide services to the Club, Momentous Institute and the AT&T Byron Nelson. Excellent organization and time management skills are required.

### **Key Responsibilities:**

#### Account Receivable

- Reconcile, prepare deposits, and book cash receipts for the following receivables across all entities:
  - Momentous school fee payments made via Rediker online, Square, and cash deposits made by school staff.
  - Momentous Therapeutic Service payments
  - Momentous Earned Income Sales
  - Momentous trainings and other events
  - Golf payment batches from Archtics
  - Club payment batches from Digital Cheetah
  - Club luncheon cash payments
  - Oil Income for the Club, Foundation, and Charitable Properties
  - Other miscellaneous income
- Using dedicated banking computer for remote deposits, scan all Momentous, Club or Golf checks for deposit to the appropriate bank account at Chase or Bank of America.
- Take any cash deposits for the MI Operating account, Salesmanship Club Foundation Charitable Properties, or Salesmanship Club Foundation to the appropriate bank.
- Enter and post in Financial Edge all cash, check & ACH receipts, except for donations, through the cash receipts module. Provide the Senior Accountant with a deposit and posted Cash Receipt.
- Print golf invoices and statements from Archtics for review by Sales department.
- Prepare mailings for Momentous, Club and Golf invoices and statements.
- Export, reconcile, enter and post journal entries for month end credit card receipt transaction reports from Blackbaud Merchant Services, Square, Stripe and PayPal websites.
- Enter and post any intercompany journal entries for revenue and expense items.
- Ensure all accounts receivable general ledger accounts are in balance with their respective databases.

- Work in close contact with directors to confirm we have received all executed Memorandums of Understanding for Camp and I&I trainings.
- Invoice through FE Accounts Receivable module, trainings for I&I at client location, trainings for Camp at camp and purchase orders for online video training purchases and curriculum purchases.
- Create invoices for Changing The Odds Conference registrations and sponsorships along with the Heart of Gold Dinner sponsorships and table registrations.
- Carry out all accounting functions of Raisers Edge event registrations. Functions include the following: creating and emailing invoices, applying registration payments, monitoring unpaid registrations, booking revenue in Financial Edge, monitoring and posting registration adjustments, reconciling RE to FE and serving as point of contact for invoice questions.
- Complete school district forms requested for their purchases of MI products and services.

*Other Accounting Duties & Staff Support:*

- Assist with 1099 vendor reconciliation and mail preparation for year-end filing
- Assist in annual budget preparation for all entities including obtaining the information from the general ledger, completion of budget worksheets for committee meetings, and finalizing data uploads for budget entry into Financial Edge
- At year end audit time before auditors arrive, prepare requested schedules. During audit, provide documents requested by the auditors
- Prepare financial reports as needed
- Provide back up for all entities' accounts payable as needed
- Provide back up for donation process as needed
- Maintain filing system for Finance department
- Assist with tracking and preparation of Momentous Project reports
- Assist in the preparation and distribution of monthly financial packets for directors and meetings
- Assist with Club luncheons in various roles as needed
- Respond to all staff questions and requests

*AT&T Byron Nelson & Changing the Odds Conference Support*

*This role varies with levels of responsibility as needed*

- Special projects or duties as assigned.
- Be familiar with the course layout, venue locations, events and pricing.
- Have a friendly phone voice and be able to answer frequently asked questions.
- Assist with Club/Volunteer uniform distribution and inventory.
- Be available to assist tournament and conference team members with varying tasks.
- Be an ambassador for both the AT&T Byron Nelson and CTO Conference.

**Required Skills**

- Bachelor's degree with concentration in finance or accounting or equivalent qualifying experience.
- Computer experience with Microsoft Office products including Excel, Word, Outlook, PowerPoint.

- Knowledge in general ledger accounting package.
- Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
- Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude.
- Professional demeanor with the ability to work with Salesmanship Club volunteers, vendors, tournament sponsors, and fellow staff members.
- Flexibility in working with different personalities and management styles.
- Responsible, dependable, self-starter, dedicated and eager to work in a fast-paced, ever changing environment.
- Willingness to proactively assist other accounting department staff when needed.
- Strict attention to detail.
- Excellent oral and written communication skills.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send letter of interest and resume to:

**Maria Maldonado**

**HR Director**

[employment@momentousinstitute.org](mailto:employment@momentousinstitute.org)

Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry