

## **Accounts Receivable / Business Office Clerk**

Applicants should be familiar with basic accounting software with some experience / educational background in general accounting principles. Starting salary between \$10.00-\$12.00 per hr. based on experience.

For application, contact Krystal Porter at 785.876.2214

**Reports to: Business Manager**

### **Primary Duties:**

- Implementation of general billing procedures
- Implementation of accounts receivable procedures
- Special projects as assigned
- Check Reconciliation
- W-9s
- Certification of Time Procedures
- Send monthly statements/collect unpaid balances
- Accounts Receivable / Business Office Clerk is also responsible for “other duties” as assigned

### **Summary of Essential Job Functions**

This position supports the business manager and business staff. The clerk communicates frequently with the Business Manager to ensure smooth and timely communication with clients and with other Keystone staff regarding accounts receivable and billing.

### **Abilities Required**

- Strong communications skills, both written and verbal
- Collaborative focus
- Ability to deal with flexible work requirements, as determined by current organizational needs
- Capacity to integrate knowledge, ideas, and directions from a variety of sources
- Strong writing/proofing skills
- Capacity to interact with technology related to web-based support systems
- Ability to learn and utilize business software systems
- Strong math skills
- Physical capacity to lift, bend, and move as necessary to fulfill job requirements

### **Education**

- High School Diploma - Required
- Microsoft Excel/Word applications - Required