**Job Title:** Accounts Receivable Accounting Clerk – Full and Part Time Positions

**Reports to Title:** Chief Finance Officer

**Supervises:** None

**Job Summary:** Responsible for processing all accounts receivable transactions as well as prepare draws and reports for government and non-government grants.

**Duties and Responsibilities:**

- Record and deposit payments received from MH I, MH II & III residents.
- Prepare summary financial statements for case managers.
- Reconcile resident expenses upon discharge.
- Transport all cash deposits at the bank on a timely basis.
- Record all contributions received from donors via check, ACH or credit card.
- Provide backup services when the AP Accounting Clerk is unavailable.
- Prepare and distribute monthly reports as required for various Grants.
- Monitor and record numerous payments received via ACH.
- Reconcile bank accounts.
- Collect food stamp payments from clients.
- Prepare government grant financial reports as required on a monthly/quarterly basis.
- Assist in reconciling Time sheets bi-weekly.
- Special projects as needed.

**Minimum Qualifications:**

- Computer literacy and proficiency in QuickBooks and Microsoft applications.
- College degree or related experience.
- Ability to manage workload efficiently.
- Have own means of transportation.
- Pass security background check.
- Ability to understand, appreciate, and carry out the Marian House mission
- Interpersonal skills to engage staff, residents and volunteers.

**Equipment Used**

Personal Computers, Laser Printers, copier, scanner, fax machine, intra-office telephone system.

**Special Requirements:**

- Ability to organize, to keep records and manage a workload efficiently
- Ability to respect the diversity of population served and embraces those of different race, culture, social class, ethnicity, or sexual preference
- Ability to operate a motor vehicle; reliable transportation for work; Maryland driver’s license preferred
- Ability to communicate clearly both verbally and in writing; ability to receive communication clearly
MARIAN HOUSE

JOB DESCRIPTION: Accounts Receivable Accounting Clerk

- Ability to work independently as the job requires
- Ability to maintain safety for self and others in an emergency
- Ability to absorb new information and skills
- Must be able to work a flexible schedule and adapt to changes in accordance with clients and the agency’s needs
- Commitment to the mission of Marian House

How to apply:

Send cover letter and resume to Psalms Rojas, Chief Administrative Officer at projas@marianhouse.org - No phone calls please.