



Job Title: Accounts Receivable and Administrative Coordinator

Reports to: Deputy Director, Finance & Administration

FLSA Status: Non-Exempt

Pay Level: 7/8/9

JOB SUMMARY

The Accounts Receivable and Administration Coordinator is responsible for using skills in accounting, spreadsheets, organization, and communications to manage all accounts receivable for the airport. They will track payments, make banking deposits, and run reports that document profits and losses. In addition, they will work closely with the Business Coordinator and Deputy Director of Finance on accounting projects. The Accounts Receivable and Administrative Coordinator is also responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. They will handle incoming phone calls and other communications, greet clients and visitors, as well as managing files, update paperwork and other documents, and perform other general office duties and errands.

MISSION

Providing the Wood River Valley, surrounding communities, and traveling public with a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage, monitor, and maintain all accounts receivable for the airport
- Maintain bookkeeping databases and Excel spreadsheets, updating information as needed
- Communicate with previous clients and customers to request payment and arrange payment plans
- Collect payment from customers and accurately record it into the system
- Create reports and balance sheets that document overall profits and losses
- Update client accounts based on payment or contact information
- Maintain billing systems and carry out billing details including creation and send out of invoices
- Perform account reconciliations and monitor the account details of customers including delayed/missed payments and other irregularities
- Coordinate billing and accounting services for Federal and State grants
- Coordinate accounting responsibilities for leases
- Research and resolve payment errors and examine and solve customer queries and complaints
- Review account status and generate analysis on age
- Ensure compliance with company procedures
- Keep the Deputy Director of Finance updated on all AR issues and potential changes
- Provide excellent customer service and communicate with customers via phone, email, or in-person
- Assist with monthly closing and prepare statistics and reports
- Handle incoming calls and other communications including greeting airport office guests and directing them to the appropriate area

- Coordinate office administrative tasks such as filing, data entry, errands, and troubleshooting office issues
- Coordinate client and/or office events as necessary
- Maintain office equipment and schedule service and maintenance as necessary/requested
- Manage inventory of office supplies and order new materials as needed/requested
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Organized, with a strong attention to detail
- Demonstrates intuitive, analytical, and problem-solving skills
- Possesses strong computer skills specifically in Excel spreadsheet and database maintenance
- Possesses excellent organizational and time management skills as well as the ability to meet deadlines
- Exhibits motivation, determination, and decisiveness despite any external pressures
- Possesses strong communication skills both oral and written
- Ability to establish and maintain effective professional relationships with coworkers, customers, and vendors
- Contributes positively to the team environment
- Ability to work both independently and cooperatively in a collaborative atmosphere (willing to jump in on a variety of tasks or projects across a wide range of competencies)
- Ability to prioritize multiple tasks and projects with multiple interruptions and meet critical deadlines.
- Ability to exercise sound judgement, make decisions with confidence, show initiative, take ownership of assigned projects, follow verbal and written instructions and communicate effectively
- Ability to perform duties unsupervised or with minimal instruction
- Capable of operating standard office equipment such as computers, scanners, telephones, facsimile machines, copiers, and printers.
- Must be able to work flexible and extended hours to accommodate holiday schedules, airport meetings, special events, emergencies or as needed
- Must have a valid Idaho Driver's License
- Must be able to obtain and maintain an airport security badge (SIDA)
- Must be able to pass a Criminal History Check, reference checks, and drug test

JOB REQUIREMENTS

Education and Work Experience: AR and Admin Coordinator I

- High school diploma or the equivalent required
- Associates degree and at least 1-3 years' experience in accounts receivable preferred
- 2-4 years' experience using Excel spreadsheets and formulas required
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

Education and Work Experience: AR and Admin Coordinator II

- Bachelor's degree in business administration, financial management, accounting, or a similar field or combination of education and experience (5-7 years)
- High school diploma or the equivalent required
- Minimum of 5 years' experience using Excel spreadsheets and formulas required
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

Education and Work Experience: AR and Admin Coordinator III

- Bachelor's degree in business administration, financial management, accounting, or a similar field or combination of education and experience (6+ years)
- High school diploma or the equivalent required
- Minimum of 7 years' experience using Excel spreadsheets and formulas required
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

Language Skills:

- Effectively communicate in the written and spoken English language
- Read, analyze, and interpret communications from numerous departments
- Able to follow written and verbal instructions, policies and procedures with accuracy and attention to detail

Mathematical Skills:

- Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to understand and resolve practical situations

Reasoning Ability:

- Ability to solve complex problems and deal with a variety of situational variables and scenarios within the limited scope of airport operations
- Prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided

Physical Abilities:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- This position may require the employee to regularly stand, walk, sit, and drive
- This position will require the use of hands to finger, handle, or feel, reach with hands and arms, speak, and hear
- The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must be able to lift and/or carry up to 25 pounds

Working Environment:

- Work is performed in an office environment where the physical demands require sitting for extended periods of time and frequent use of computers and standard office equipment
- Lifting of office supplies (e.g., binders, files, documents) and work under the stress of deadlines and fluctuating office environment
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- **Standard work schedule for this position is Monday through Thursday 8:00 am to 6:00 pm** but must be available 24/7 and 365 days per year, including holidays and weekends.

DRUG FREE WORKPLACE

In accordance with the Friedman Memorial Airports Drug-Free Workplace Regulation, this position is designated as a safety-sensitive position and is subject to testing requirements including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hiring. Appointment to this position is contingent upon a negative pre-employment drug test.

EQUAL OPPORTUNITY EMPLOYER

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Employees may be asked to perform other duties as required or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Employees Signature	Date
Supervisor's Signature	Date