



## Job Description

Position Title: **Accounts Receivable Clerk** Department: **Accounting**  
FLSA: **Non-Exempt** Typically Reports To: **Controller**

**JOB OVERVIEW:** *Responsible for the processing, recording, and billing of debts owed to the hotel.*

### **DUTIES AND RESPONSIBILITIES:**

- Monitor group master accounts from check-in through checkout, ensuring correctness of billing. Prepare and post city ledger adjustments as needed. Prepare and mail invoices with proper documentation same day as transferred to Accounts Receivable.
- Prepare and mail individual travel voucher accounts with proper documentation same day transferred to Accounts Receivable.
- Research and respond to all credit card charge backs within time limits set by credit card companies, processing the necessary adjustments when required.
- Research and respond to all individual travel agent commission inquiries in a timely manner.
- Transmit credit and Food & Beverage batches to credit card companies for payment. Ensures proper transmittal of debit batches to credit card companies.
- Prepare adjustments to reflect receipt of payments from credit card companies upon notification from the bank. Prepare deposit list for cash and check receipts. Prepare weekly account management software system credit approval report.
- Enter credit approvals into the account management software system. Handle credit card charges for all ancillary billings (electrical, delivery, parking, etc.). Clear all "wash-through" accounts.
- Assist with routine posting and calculations.
- Provide clerical support to accounting management.
- Follow the principles of CARE and the Four Disciplines of Associate Success.

### **QUALIFICATIONS AND REQUIREMENTS:**

High school or equivalent education required. At least one year Accounts Receivable experience required.

This job requires ability to perform the following:

#### Essential:

- Must be able to speak, read, write and understand English.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Thorough knowledge of computer processing system and ability to manually perform these operations if necessary.
- Ability to prepare and analyze data figures and transcriptions prepared on and generated by computer.
- Knowledge of computer accounting programs, math skills as well as budgetary analysis capabilities required.
- Must be able to sit at a desk for up to 8 hours per day. Walking and standing are occasionally required.
- Must be able to exert well-paced ability to reach other departments of the hotel on a timely basis.
- Must be able to lift up to 15 lbs. occasionally.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Requires manual dexterity to use and operate all necessary equipment.

**STANDARD SPECIFICATIONS**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

**Work Area:**

**The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job. This position is classified as non-exempt (per the Fair Labor Standards Act) and is subject to overtime in accordance with Federal and State Regulations.**

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Employee Name (Print)

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Employee Signature

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Date