



JOB DESCRIPTION

JOB TITLE: Accounts Receivable Clerk

REPORTS TO: Office Administrator

FLSA STATUS: Non-Exempt, Full-Time

DIVISION: Accounting Department

HOURLY: \$20.00 – \$23.00 per hour, based on experience

LOCATION: Kitchen & Senior Innovation Hub, 9590 Chesapeake Drive (Onsite Full-Time)

SUMMARY:

Under the supervision of the Office Administrator, the Accounts Receivable Clerk performs precise accounting entries, placing emphasis on accuracy and collaborative teamwork.

DUTIES & RESPONSIBILITIES:

- Process and post client set-up, fees and meal payments using Authorize.net and ServTracker.
- Collaborates with Controller on County billing.
- Handle client refunds requested by Service Managers.
- Manage client CalFresh payments and maintain client records.
- Answer phones to provide program information and assist clients with payments or billing questions.
- Maintain the PACE and APS/MSSP client lists for billing purposes.
- Provide Service Managers with aging reports and process adjustments and write-offs as requested.
- Process client invoices and deliver them to the local post office on the first business day of every month.
- Perform other duties as assigned by supervisor or management.

QUALIFICATIONS:

The ideal candidate will have the following:

- Proficient in accounting tasks with a strong emphasis on attention to detail and accuracy.



- Excellent computer and technology skills.
- Excellent communication skills, both written and verbal.
- Competent in operating phones, adding machines, inserters (folding machines), and postal meters.
- High School diploma or GED equivalent, with a preference for candidates with accounting experience.
- Strong team player who can collaborate effectively, take direction, and fulfill responsibilities in a fast-paced, challenging, and constantly changing environment.

REQUIREMENTS:

Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid California driver's license. Physical requirements include standing, sitting, typing, bending, and lifting to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

Successful candidates for this position will be subject to a background check as a condition of employment.

SUMMARY OF BENEFITS

- 160 hours of Paid Time Off (PTO) Annually - subject to the MOWSD PTO policy
- 11 Paid Holidays Annually
- Medical Insurance - Choice of 4 HMO plans+ 2 PPO through Meals on Wheels Group Plan
- Dental Coverage & Vision Coverage
- Life, Long-Term Disability (LTD), Employee Assistance Program (EAP)
- Flexible Spending Account
- 401 (k) plan, including up to 3% employer matching contribution.



TO APPLY:

Please send your cover letter and resume to the Human Resources Coordinator at humanresources@meals-on-wheels.org. Applications will not be considered complete without both.

Note: *This position is considered “NON- EXEMPT” by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at “at-will” employer. Criminal background checks, fingerprinting, and bonding are required.*