



## 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:

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

### DUTIES & RESPONSIBILITIES:

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- Process and post client set-up, fees and meal payments using Authorize.net and ServTracker and CXM with accuracy and attention to detail.
- Process client refunds requested by Service Center Managers.
- Answer phones to provide program information and assist clients with payments or billing questions.
- Use folding machine and postal meter to prepare client invoices for mailing.
- Ensures the confidentiality of client information.
- Assists with events and special projects when needed, demonstrating commitment to department goals.
- Perform other duties as assigned by supervisor or management.

### QUALIFICATIONS:

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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:**

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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**

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- 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:**

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Please send your cover letter and resume to the Human Resources Coordinator at [humanresources@meals-on-wheels.org](mailto: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.*