



Posting Date: October 30, 2020

Position Title: Contracts and Receivables Associate

Reports To: Director of Finance and Administration

Duration: Limited duration, estimate of one year from start date

Hours: 1.0 Full Time Equivalent, Exempt Position

Compensation: \$19.00 - \$24.50, plus benefits: 90% employer-paid medical, dental, vision insurance, 401K plan with employer contribution, transit subsidy, cell phone credit, paid professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and flexible family-friendly schedule.

Organization Description:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

Position Description:

The Accounts Receivable Associate will work closely with APANO's bookkeeper and director of finance and administration to ensure timely and accurate entry of payments into our systems. You'll play an integral role in maintaining our financial records in a fast-paced setting. In your time with APANO, we'll depend on your support for year end accounting and account software transitions.

Primary Responsibilities:

- Prepares, posts, verifies, and records payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices as necessary.
- Maintains and updates files.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment.
- Creates reports regarding the current status of accounts as requested.
- Researches discrepancies and past-due payments
- Collaborates with the bookkeeper to reconcile accounts receivable on a periodic (at least bimonthly) basis.
- Assists in generating monthly billing statements based on the general ledger.
- Assists bookkeeper in reconciling revenue accounts each month.
- Will work closely with our development team relaying changes of information and grant updates
- Performs other related duties as assigned.



Required Qualifications:

- At least one year of bookkeeping experience or commensurate education
- Excellent attention to detail and organizational skills
- Excellent time management skills, able to prioritize as needed
- Collaborative and able to work well with a team or independently
- Strong verbal and written communication skills.
- Proficient in the Google Suite and Microsoft Office Suite as well as QuickBooks or other accounting software programs.
- Ability to operate related office equipment, such as printers and copiers.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with staff and customers.
- Commitment to APANO's mission, vision, and values and to building a healthy workplace culture

The following are a plus but no required:

- Experience working in a nonprofit setting
- Respect for and demonstrated experience working with Asian and Pacific Islanders, and an understanding of issues affecting Asian and Pacific Islander communities

How to Apply:

Applications received by November 16, 2020, at 9:00am Pacific Time will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Contracts and Receivables Associate."

Complete applications will include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- If you proceed to a final round of review, we will ask for 2 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

For more information, please email jobs@apano.org.

APANO and APANO Communities United Fund are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification. APANO and APANO Communities United Fund encourages applications from women, people of color, LGBTQ people, and other minority groups.