

Job Title: Accounts Receivable Specialist**Location:** City Hall**Job Type:** Full Time**Department:** Finance**Reports To:** Finance Director**Position Summary:**

The Accounts Receivable Specialist is responsible for performing financial and administrative duties related to billing, revenue collection, and receivables management for a government entity. This role ensures compliance with municipal finance regulations, internal policies, and audit standards while maintaining accurate financial records. The specialist will work closely with residents, vendors, internal departments, and external agencies to process and track receivables efficiently and transparently.

Representative Duties:

- Generate and send accurate customer invoices in a timely manner
- Monitor and process customer accounts for overdue payments and initiate collection efforts
- Apply payments received to customer accounts accurately and efficiently
- Resolve discrepancies on invoices, payment applications, or account balances
- Reconcile the accounts receivable ledger to ensure all payments are accounted for
- Maintain accurate and organized records of all accounts receivable activities
- Communicate with clients to address billing issues or disputes
- Prepare monthly account reconciliation aging reports and other financial documentation as needed
- Assist with month-end closing procedures and audits
- Support internal departments with account reconciliation-related questions or concerns

Qualifications:**Ability to:**

- Perform a variety of clerical accounting and office support duties and activities in support of assigned functions.
- Accuracy in invoicing, payment processing, and record-keeping is essential to avoid errors and maintain financial integrity.
- Perform a variety of accounting, fiscal, and statistical record-keeping duties, including preparing, maintaining, and reconciling a variety of records and files.
- Perform mathematical calculations quickly and accurately, including adding and subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals.
- Understand the organization, operation, and services of the city and of outside agencies as necessary to assume assigned responsibilities.

- Participate in the preparation of a variety of administrative and financial reports.
- Read, understand, and review documents for accuracy and relevant information.
- Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
- Operate and use modern office equipment, including a computer and various software packages.
- Adapt to changing technologies and learn the functionality of new equipment and systems.
- Understand and follow oral and written instructions.
- Maintain composure and exercise good judgment when answering demanding questions.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE GUIDELINES

- Two years of responsible clerical accounting experience.
- Familiarity with accounting software and systems
- An Associate's or Bachelor's Degree is preferred

Working Conditions:

- Standard municipal office setting

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The position requires the employee to occasionally lift or pull light objects less than 20 pounds. The employee must have the ability to concentrate on complex detail and be able to understand and relate instructions. The position requires the use of the hands to operate computer, printer, and calculator controls. The employee must have the ability to see small printing of figures and to hear normal phone conversations

Requirements:

- Must possess a valid Pennsylvania Driver's License.
- Must maintain high standards of business and personal conduct.
- Must be able to pass a background investigation report.
- Must be able to pass a drug test.

Bargaining unit: Non-union position
FLSA Status: Non-exempt

The City of Johnstown is an Equal Opportunity Employer committed to transparency, accountability, and service to the community. Veterans and individuals with public sector experience are encouraged to apply.