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** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: January 14, 2025
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Accounts Receivable Specialist (Finance)

Location: PEF Headquarters (Albany, NY)

Category: 3 (MC)

Salary: \$49,360.00 – Hiring Rate (minimum)

\$64,058.00 – Step 5 (maximum)

PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Accounts Receivable Specialist

Department: Finance

Position Summary: Performs accounts receivable, cash receipts, billing, commission tracking, and fixed assets tracking according to established procedures or as directed by the Director of Finance; has access to all Finance Department records as needed, all related supporting data, and reports to Director of Finance; perform general clerical duties including but not limited to correspondence and answering phones; provide phone coverage for Director of Finance when needed.

Qualifications: Associate's Degree in business, accounting or finance with at least one year experience in all relevant accounting and office function and procedures **OR** five years experience will be considered in lieu of a degree; balancing and internal control of accounting and business office records; must have knowledge of Microsoft Office, especially Excel, Word, and Outlook, computerized accounting systems, experience and knowledge of SAGE Intacct preferred; must be skilled in the use of general office equipment; ability to understand and carry out complex written and oral instructions; must be able to work well under pressure and be able to complete assigned tasks by a given deadline; must have excellent filing and clerical skills; must be able to establish and maintain cooperative relationships with other employees.

Key Functions (*duties may include, but may not be limited to*):

1. *Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivable data by means of established procedures or as directed by the Director of Finance. Billing examples include but are not limited to the Membership, Retiree Health Insurance, Grants, etc.
2. *Post checks and cash receipts to aged accounts receivable ledger to maintain a running record of unpaid invoices.
3. *Prepare and process bank deposit through current deposit system. Deposit cash at the bank as needed and maintain accurate record of all deposits.
4. *Prepare and manage transfers, withdrawals with current banking system following established procedures or as instructed by Director of Finance.

5. *Work with PEF HR Department to reconcile Retiree Health Insurance balances owed or amounts due to retirees.
6. *Maintain file of copies either hard copy or electronic, of all invoices, debits and credits issued to customers.
7. *Maintain and reconcile accounts receivable to the sub-ledger as well as other balance sheet accounts as assigned.
8. *Verify month end total of accounts receivable distribution, history, returns and allowances and cash receipts journal and coordinate to closing to the general ledger.
9. *Communicate with customers regarding billing questions and to collect past due balances.
10. *Assist Director of Finance and Senior Accountant in performance of preparation of periodic miscellaneous reports as needed.
11. *Performs routine typing and filing as directed by the Director of Finance.
12. *Acts as backup for other accounting department personnel during absences as conditions require and as directed.
13. *Performs other duties as assigned.
14. *Consistent and reliable attendance.

** Denotes essential functions that a candidate must be able to perform either with or without a reasonable accommodation.*

Rev. 1.10.2025