

PD-0146    Rev 1

Accounts Receivable Administrator

**DEPARTMENT:** Finance  
**STATUS:** Non-Exempt Hourly  
**EXPOSURE RISK:**  
**SALARY GRADE:** 30  
**REPORTS TO:** Senior Manager Financial Operations  
**SUPERVISES:** None

**GENERAL JOB FUNCTION**

The Accounts Receivable Administrator is responsible for administering accounting services in the areas of accounts receivable including review, processing and timing of all accounts receivable, invoice data entry, invoice processing, record and file maintenance, account reconciliation for donor and non-AR receivables. They will also prepare and maintain organ tissue and eye counts and data per CMS requirements and maintain AR aging with vendors. The AR Administrator also provides support to the Senior Manager of Financial Operations, Senior Staff Accountant and other finance functions as needed.

**JOB DUTIES AND RESPONSIBILITIES**

**Responsible for executing detailed data entry, following, and maintaining accounting control procedures, ensuring the integrity of the data entered into the accounting software system.**

1. Administers all Accounts Receivable functions including invoicing of all donor-related activity, printing and distribution of invoices.
2. AR account reconciliation and monthly close functions, prints and maintains all AR audit records, reporting, and corporate filing per Government and LifeSource specifications.
3. Manages AR inbox.
4. Obtain and manage processor reports and creation of credit memos.
5. Invoices non-donor related billing.
6. Maintaining customer contact information and contract billing rates
7. Ensures the integrity of all accounts receivable data in Accounting System and Organ and Tissue Database by following and maintaining accounting control procedures.
8. Assists in reconciling cash receipt records.
9. Manages SRO invoicing process in conjunction with accounts payable.
10. Partners with Quality on reconciling pending processor requirements and outstanding invoices.
11. Manages outstanding AR balances and vendor follow-up.
12. Prepares and maintains various sub ledgers and schedules.
13. Prepares Organ, Tissue, and Eye Count Ledger per LifeSource and government guidelines. Reconciled organ count to revenue monthly.
14. Works with Senior Manager of Financial Operations and department team to enhance vendor relationships, problem solving, and methods of increasing services and decreasing costs.
15. Assists in the organization and maintenance of all accounting records per Government and LifeSource guidelines.
16. Performs other related job duties as required and assigned.

**STANDARD RESPONSIBILITIES**

1. Perform work while demonstrating a commitment to excellence and performance improvement.
2. Update appropriate clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions, and ideas to leadership, including identification of training needs.
6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

**QUALIFICATIONS**

1. Requires a combination of education and experience equivalent to seven years of accounting (accounts receivable or accounts payable) or finance responsibilities.
2. Strong working knowledge of Microsoft Office applications, Accounting Software systems, medical record systems and 10-key processing.
3. Strong math skills, high level of accuracy, efficiency, attention to detail and excellent verbal and written communication skills.
4. Must be an organized, self-starter who can operate with minimum supervision, problem-solving and time management skills.
5. Effective at establishing rapport and working relationships with diverse groups and personalities both remotely, via phone, email and/or in person.
6. Exhibit thorough understanding of established processes and procedures, including timeliness and dependability, by successful execution of job competencies.
7. Ability to identify opportunities for process improvement by developing proposed solutions to identified areas of improvement.
8. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.

**WORKING CONDITIONS**

1. Must be able to follow and successfully complete category immunization, health screening and background check requirements.

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**Team Member Statement of Acknowledgement and Understanding**

Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member’s electronic signature will represent the following statement of understanding:

*I acknowledge that I have received and reviewed the job description for my position, and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities, and requirements of this position. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.*

**The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.**

**POSITION EXPECTATIONS**

**Job Title:** Accounts Receivable Administrator

**Reports To:** Senior Manager Financial Operations

**Exemption Status:** Non-Exempt

**WORK**

**Work Day:** Monday – Friday

**Hours:** Within 0800 - 1700

**Lunch/Breaks:** Self-directed

**Overtime:** Not assigned; as needed per discussion with leader

**On-Call:** N/A

**Flexible Hours:** Yes

**Flexible Location:** No

**Weekends:** No

**Travel:** No

**Mandatory Meetings:** Yes, All Team and Departmental

**Shift Relief:** N/A

**ABSENCE**

**Planned Absence** (*Vacation, Holiday, Leave of Absence, etc.*)

**Short-term:** Vacations via HRIS; At least 1 team member in during business hours.

**Long-term:** Team is cross trained to fulfill critical duties; may bring in a temp as needed.

**Unplanned Absence** (*Injury, Illness, Leave of Absence, etc.*)

**Short-term:** Vacations via HRIS; At least 1 team member in during business hours.

**Long-term:** Team is cross trained to fulfill critical duties; may bring in a temp as needed.

**COMMENTS**