



TEXAS AND SOUTHWESTERN CATTLE RAISERS ASSOCIATION

1301 W. Seventh St., Suite 201 Fort Worth, Texas 76102 817-332-7064 Fax 817-332-6441

POSITION DESCRIPTION

ACCOUNTS RECEIVABLE ANALYST

SUMMARY OF JOB RESPONSIBILITIES

The Accounts Receivable Analyst has the primary responsibilities of coordinating and billing outside parties for advertising, sponsorships and other billing, accepting and applying payments and managing accounts receivable.

ESSENTIAL JOB FUNCTIONS

- Enter and maintain advertising and sponsorship billing in the advertising database
- Generate and send other billing invoices as necessary
- Manage accounts receivable balances
- Provide batch support to accounting department and reconcile AR to the main accounting system
- Receive daily mail, sort and make digital deposits of all cash received
- Calculate commissions and report the amounts to Payroll
- Run status reports showing goal tracking of sales team
- Run other various reports
- Main contact to upgrade the advertising database to a web-based version

OTHER JOB FUNCTIONS

- Backup accounts payable processing
- Other tasks as requested

This position description is intended to describe the general nature and work responsibilities of the position. This position description and the duties of this position are subject to change, modification and addition as deemed necessary by the TSCRA. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by executives, managers and other TSCRA officials. **This position description does not constitute an employment contract between the TSCRA and the employee.**

REPORTING RELATIONSHIP

Reports directly to the Executive Director of Finance and Human Resources.

REQUIREMENTS

- Must be aware of and meet all deadlines
- Must be able to adapt to technological and process changes
- Must have good communication skills to coordinate with external and internal parties
- Must be able to work independently

QUALIFICATIONS

- Accounting experience preferred
- Experience with accounting database software and commonly used software (Excel, WORD, etc)
- Exceptional organizational skills
- Detail oriented and able to work rapidly with minimal errors
- Must be able to review own work for errors

JOB STATUS

Non-exempt – Full time

COMPENSATION BASIS

Hourly

CONTACT

Please send resume to:

Trisha Caudill, coordinator of human resources and payroll
1301 W Seventh Street, Suite 201, Fort Worth, Texas 76102

tcaudill@tsra.org

(Updated: 2/13/20)