Job Description

Position: Accounts Receivable Coordinator
Reports to: Director of Finance & Administration
Status: Part-time, non-exempt, hourly

Job Summary:
The Accounts Receivable Coordinator will assist in ensuring that Living History Farms receives timely and accurate payment for goods and services provided to guests of the museum.

Supervisory Responsibilities:
- None.

Duties/Responsibilities:
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to LHF practices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
- Creates reports regarding the current status of customer accounts as requested.
- Researches customer discrepancies and past-due amounts with the assistance of Directors and other staff.
- Collaborates with the Finance Director, Facilities Director and Community Relations manager to reconcile accounts receivable on a periodic (at least bimonthly) basis.
- Assists in generating monthly billing statements based on the general ledger.
- Assists in reconciling revenue accounts each month.
- Copies, files, and retrieves materials for accounts receivable as needed.
• Relays changes of information to appropriate employees.
• Performs other related duties as assigned.

**Required Skills/Abilities:**

• Excellent verbal and written communication skills.
• Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
• Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
• Ability to work independently and in a fast-paced environment.
• Ability to anticipate work needs and interact professionally with customers.
• Excellent organizational skills and attention to detail.

**Education and Experience:**

• High school diploma or equivalent required; Associate’s or Bachelor’s degree in Accounting preferred.
• At least two years of related experience required.

**Physical Requirements:**

• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

**Position Hours**
The museum is open from 9am-4pm, Tuesday – Saturday thru the end of August and then Thursdays – Saturdays in September and October. As such this position is staffed 8:45am – 4:15pm during museum hours for approximately 16-20 hours per week.

**To Apply:**
Please submit a cover letter and resume, and provide contact information for 3 references. This position will remain open until filled. Please email Ruth Haus at rhaus@lhf.org. Must complete a criminal background check.

**GENERAL INFORMATION:**
Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters recreate daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically runs approximately May 1 – October. For more information, visit [https://www.lhf.org/](https://www.lhf.org/). Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.