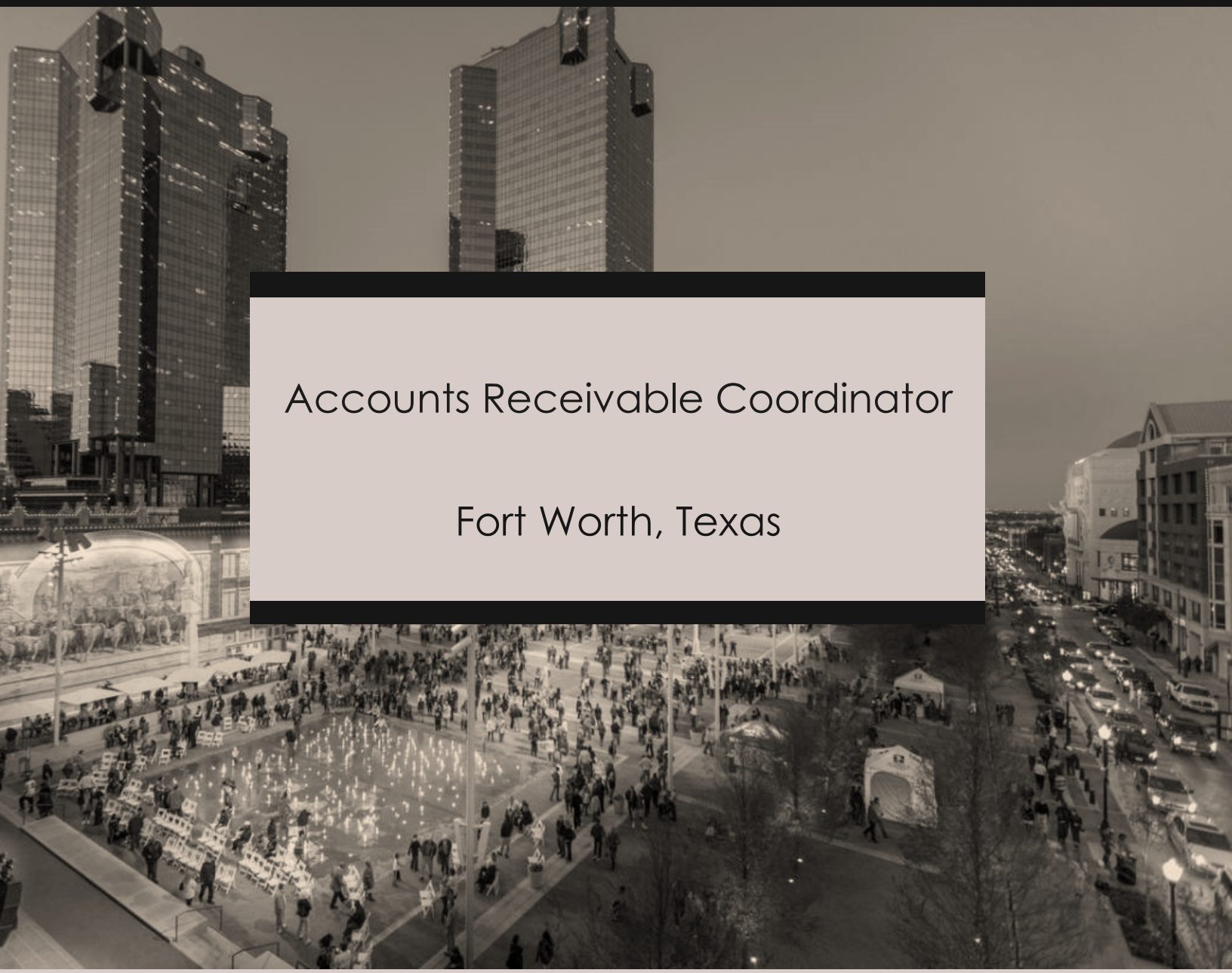
Sundance Square



Accounts Receivable Coordinator

Fort Worth, Texas

Accounts Receivable Coordinator Overview

Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Accounts Receivable Coordinator employee you will report directly to the Senior Accountant of Sundance Square Management.

The Accounts Receivable (AR) Coordinator Role

The Accounts Receivable Coordinator employee is responsible for overseeing and processing incoming payments, and ensuring incoming revenue is secured properly through the accurate verification and posting of receipts. The duties include daily bookkeeping and record-keeping of deposits. The candidate must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal) and have a high attention to detail. The Accounts Receivable Coordinator employee must work well within a cross-cultural team environment.

In this role the Accounts Receivable's primary job responsibilities include:

- Maintain and record daily cash receipts from tenants and parking customers in an accurate and timely manner.
- Process and send out monthly tenant billings.
- Research and resolve tenant billing questions.
- Review and enter leases into Yardi.
- Create billback charges to tenants and vendors.
- Calculate utility charges for tenants.
- Assist property management staff with tenant related requests and notices.
- Assist property management with sales data collection and posting into Yardi.
- Assist with annual tenant reconciliations.
- Reporting on Accounts Receivable Aging.
- Prepare and present other accounts receivable reports.
- Reconcile accounts receivable ledger and parker rosters to ensure accuracy and completeness. The four way match process needs to be performed with the parker rosters, parker summary file, Yardi and Oobeo.
- Analyze and resolve discrepancies in parking customer accounts.
- Some collections duties (phone calls, emails), providing outstanding customer service when addressing billing concerns.
- Implement collection strategies to recover outstanding balances.
- Accurately scan checks into appropriate bank accounts.
- Deposit cash to the bank as needed.
- Record journal entries.
- Assist with general ledger reconciliations as needed.
- Assist with the monthly closing as needed.
- Perform other duties and special projects, as needed.

In addition to performing the key responsibilities of this position, the AR Coordinator employee must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

Required Knowledge, Skills and Abilities (Qualifications)

- 1-3 years relevant accounts receivable experience.
- High school diploma or equivalent required; Bachelor's degree in Accounting or a related field preferred.
- Strong organizational skills to manage multiple tasks and deadlines effectively.
- Excellent communication skills, both verbal and written, for interacting with customers and internal stakeholders.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Ability to identify and resolve issues related to billing and payments.
- Ability to work collaboratively within a team and contribute to the overall success of the accounting department.
- Microsoft Office proficient.
- Basic math skills.
- Customer relations skills.
- Yardi experience a plus.

Physical Demands

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to communicate with others and exchange accurate information verbally
- Ability to receive detailed information through oral communication and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

Work Environment

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time
- May require occasional overtime during month-end or year-end closing periods

*Must be able to perform all of the essential duties of the job with or without reasonable accommodation