

Accounts Receivable Specialist

International membership and education organization is looking for an AR Specialist in their Falls Church, VA location. This person should be a detail-oriented individual with data entry and accounts receivable experience. This position will work closely with our large member organizations on billing and account update addresses and correct discrepancies in customer records and invoices. Work in Excel to maintain spreadsheets and track payment applications. Act as backup to lockbox payment processing and new member account creation as needed. The applicant should display a positive and proactive attitude, close attention to detail, strong organizational skills, and the ability to prioritize and multitask. Strong communication skills, both on paper and over the phone, are needed as this individual will frequently deal with both external members and other departments internally. The ideal candidate should also be able to support our month-end closing process with account reconciliations and other items as needed.

Required Skills:

- Must have strong data entry skills and attention to detail.
- Must be proficient in Microsoft Office products
- Prior experience with AMS database required and enterprise accounting system a plus.
- Must have 3-5 years of accounts receivable experience.
- Accounting Certificate is preferred, equivalent experience and college coursework will be considered.

This position will be a hybrid of in-office and telework hours determined upon hiring.

Community Associations Institute is committed to making diversity, equity, and inclusion a core aspect in our membership, on our staff, and within the community association housing model at large. We firmly believe in the unique strengths of every individual and that diversity makes organizations more successful and communities more fulfilling. By

actively cultivating diversity, we benefit from a vastly richer mix of ideas, perspectives, and life experiences that expand our thinking and our possibilities. We strive to foster a culture of discovery, innovation, and service as we continue to focus on our mission to build better communities.