



Title: Accounts Receivable Specialist

Location: Hybrid, remote and on-site at our Oakland or Los Angeles Office.

Classification: Non-Exempt

### **Job Summary**

Community Initiatives is an Oakland-based nonprofit service organization providing over 150 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

The Accounts Receivable Specialist is responsible for the day-to-day execution of cash receipts processing, deposit tracking, fundraising and payment platform administration, and accounts receivable support for Community Initiatives and its fiscally sponsored projects (FSPs).

This role plays a critical operational function in ensuring funds received by Community Initiatives are accurately identified, documented, reconciled, and communicated to internal stakeholders. The position works closely with Project Accountants and accounting leadership to support accurate financial records, strong internal controls, and timely resolution of discrepancies across multiple systems.

### **Key Responsibilities**

#### **Cash Receipts Processing & System Administration**

- Download daily lockbox deposit reports from the bank and prepare Excel-based cash receipt logs for checks and cash received directly by the office.
- Upload deposit data and supporting documentation into internal systems used for cash receipt tracking, project attribution, and downstream accounting.
- Accurately identify and attribute receipts to the correct fiscally sponsored project and funding source.

- Send deposit notifications to receiving projects through established internal systems or workflows.
- Maintain accurate, complete internal records related to cash receipts and deposits.

### **Research & Resolution of Unidentified Receipts**

- Research unidentified or unclear receipts by reviewing internal systems (e.g., accounting systems, CRM/donor systems, shared inboxes) and external platforms (e.g., PayPal Giving Fund, CyberGrants, Zeffy, Neon One).
- Proactively reach out to funders, platforms, or fiscally sponsored projects to obtain missing information and resolve attribution issues.
- Ensure unidentified receipts are actively monitored, documented, and resolved on a timely basis.

### **Reconciliations & Transaction Support**

- Prepare weekly reconciliations between internal cash receipt records and bank activity to ensure completeness and accuracy.
- Prepare monthly reconciliations between fundraising/payment platform reports, bank deposit records, and the accounting system.
- Research and document discrepancies and escalate unresolved or systemic issues to accounting management.
- Prepare clean, reconciled deposit data and supporting documentation for upload into the accounting system.

### **Fundraising & Payment Platform Support**

- Prepare and maintain structured fundraising platform workbooks (e.g., Fundrazr, Benevity, Stripe, Square, Eventbrite) to support accurate deposit tracking and upload into the accounting system.
- Assist with onboarding and setup of new fundraising or payment receipt platforms, including data testing and documentation.
- Assist with providing ACH and wire instructions to funders and partners, ensuring accuracy and consistency.

### **AR Support & Coordination**

- Review accounts receivable aging reports monthly with Project Accountants and assist with follow-up on outstanding payments as requested.
- Assist Project Accountants with applying payments to AR invoices in the accounting system, as needed.
- Assist with various billing activities (e.g., cost-reimbursable grants, service billing) upon request.
- Respond to internal inquiries from Project Accountants and Client Services regarding deposits, receipts, and payment status.

### **Documentation, Controls & Audit Support**

- Support continuous improvement of cash receipts and AR workflows through adherence to documented procedures and identification of process gaps.
- Maintain organized documentation related to deposits, reconciliations, platforms, and receipt research.
- Assist with internal and external audit requests by preparing schedules, reports, and supporting documentation related to cash receipts and AR activity.
- Follow established internal controls, fiscal sponsorship agreement requirements, and donor restrictions in all cash receipts activities.

### **Qualifications & Experience**

#### **Required**

- 2–5+ years of experience in accounts receivable, cash receipts, or general accounting.
- Experience working with accounting systems and databases (e.g., Sage Intacct or similar ERP systems).
- Familiarity with GAAP for nonprofits and/or experience supporting sponsored programs.
- Strong attention to detail and ability to manage high transaction volumes across multiple entities.
- Demonstrated ability to research, reconcile, and resolve discrepancies.
- Strong written and verbal communication skills.

#### **Preferred**

- Bachelor's degree in accounting, finance, or related field

- Experience in a nonprofit, grant-funded, or fiscal sponsorship environment.
- Experience working with CRM or donor management systems (e.g., Salesforce).
- Experience working with online payment and fundraising platforms.
- High degree of comfort with Excel (sorting, reconciliation, basic formulas).
- Tech-savvy and adaptable to evolving systems and workflows.

### **Core Competencies**

- Accuracy and attention to detail
- Strong organization and follow-through
- Problem-solving mindset
- Ability to manage routine deadlines while handling exceptions
- Collaborative, service-oriented approach

### **Soft Skills**

- Analytical and critical thinking
- Strong problem-solving ability
- Attention to detail
- Team player with strong interpersonal skills

### **Working for Community Initiatives**

CI offers a comprehensive benefits package including:

- Fully paid medical, dental and vision
- 401k and 5% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 14 paid holidays
- 4 floating holidays

Job Type: Full-time

Pay: \$34.00 - \$37.00 per hour

## **Application Instructions**

Interested candidates should submit a resume and cover letter at the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/5afcfc77-1bbf-4541-97d9-3e5c607f0c09/Community-Initiatives>

## **Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.