



**Position: Associate, Accounts Receivable Specialist**

**Reports To: VP Finance**

**Type: Exempt**

**Location: Baltimore, MD**

#### **ORGANIZATION PROFILE**

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

#### **POSITION SUMMARY**

The Associate, Accounts Receivable Specialist is responsible for invoicing, collection, and management of A/R data within the revenue cycle. The person in the role will effectively pulse the organization with internal reporting while working cross-functionally with internal and external stakeholders. This position provides administration Accounts Receivable throughout all stages including identifying, assessing, applying, receiving, tracking, maintaining accurate and timely records of programmatic reports and sending invoices. This position works closely with the VP, Strategic Partnerships & Memberships, Manager for Grants & Contracts, and outsourced accounting team, but reports directly to the VP for Finance.

#### **POSITION FUNCTIONS AND RESPONSIBILITIES**

- Form collection strategies and collaborative relationships with internal and external stakeholders that will allow for an efficient revenue cycle
- Issue annual membership invoices
- Import and reconcile A/R batch transactions
- Research unapplied cash receipts/discrepancies and take appropriate actions
- Monitor and A/R aging report
- Ad-hoc reporting as necessary
- Communicate results to internal stakeholders

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree, preferred
- 2+ years of applicable grant administration experience, required
- Experience in foundations, nonprofits, or the public sector, desirable
- Experience Salesforce, desirable
- Experience with QuickBooks Online and Sage Intacct, highly desirable
- Exceptional attention to detail
- Customer service orientation
- Proven record of accomplishment of project management skills



- Excellent verbal and written communication skills

### **BENEFITS AND COMPENSATION**

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

### **WORKING CONDITIONS**

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.