



## **University City Science Center Job Posting: Accounts Receivable Clerk**

The Accounts Receivable Clerk is responsible for accomplishing the day-to-day accounts receivable tasks for the University City Science Center (UCSC) and its related entities. Primary responsibilities include processing deposits and allocating funds to tenant accounts, collection of past due amounts, applying charges to client accounts, and facilitating the billing of tenant rent. The Accounts Receivable Clerk will also process credit card transactions, prepare invoices and track payments for fundraising contributions and other non-tenant accounts receivable transactions. This position will provide detailed related reports as requested.

The Accounts Receivable Clerk has internal contacts with property management and fundraising staff as well as the entire administrative staff, and external contact with tenants, vendors and donors. This position has access to sensitive UCSC financial information and is expected to handle such information with integrity and professionalism. This position is expected to represent the UCSC in a professional manner.

The Accounts Receivable Clerk will report directly to the Corporate Controller. This position will participate in department activities as necessary.

Key responsibilities of this role include:

### **Real Estate:**

- Process incoming deposits utilizing remote deposit banking machines and walk in deposits as necessary.
- Post deposits utilizing UCSC's accounting software (MRI).
- Perform month-end closing responsibilities.
- Coordinate with Property Management Analyst to facilitate the collection of past due amounts directly with tenants through negotiation and problem resolution. Work with Property Management on collection efforts with past due amounts exceeding 60 days.
- Work with the accounting staff of third-party property owner Ventas to ensure tenant payments are posted to proper accounts.
- Coordinate the invoicing of PECO electric charges to UCSC-owned properties by working with third-party billing administrator EMS, preparing summary reports for Property Management to review, entering information into MRI and sending invoices to tenants.
- Keep current all tenant Certificates of Insurance (COI) in lease files for UCSC-owned properties and in Building Engines system for Ventas properties.

- Update annual CAM information in MRI and tenant files
- Respond to any tenant questions related to accounts receivable.

**Other:**

- Prepare invoices for corporate, foundation and individual fundraising contributions.
- Prepare monthly Corporate A/R Aging Report and work closely with Fundraising and Quorum Program Teams to review status of uncollected amounts.
- Process credit card transactions for fundraising contributions and program rental income (Quorum, ic@3401, etc.).
- Reconcile cash sheets/bank statements to MRI cash detail reports.
- Prepare related reports as requested.
- Prepare and mail monthly invoices as needed.
- Facilitate storage of historical documents for future reference.
- Assist HR Director with large organizational initiatives, projects and training.

The successful candidate will have 2-3 years of general accounting experience to include accounts receivable in a commercial environment. Experience using MRI, YARDI or other related property management accounting software is preferred. A BS degree from an accredited university or college with a concentration in Accounting or Business, or equivalent work-related experience, is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

**We are an Equal Opportunity Employer**

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org).

**About the Science Center**

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to [www.sciencecenter.org](http://www.sciencecenter.org)