



## Job Summary

Job Title	Department	Reports to	Pay Grade
Accounts Receivable II	COA/Finance	Assistant Chief Financial Officer	11
Starting Pay Rate	FLSA Status	Supervisory Duties	Work Environment
\$22.06 hourly \$45,890 annually	Non-exempt	No	Office

The Accounts Receivable II position plays a vital role in managing the financial operations of the parish government while providing comprehensive support for the Council on Aging (COA) program. This role requires in-office work during normal business hours.

## Responsibilities

Job duties include, but are not limited to:

- Managing all financial transactions for the parish government and the Council on Aging program, ensuring accuracy, compliance, and adherence to budgetary guidelines
- Managing accounts payable processes, including invoice processing, vendor payments, and reconciliation of accounts
- Processing entries for deposits and all other financial transactions in MIP accounting software, maintaining accurate records and documentation
- Assisting in preparing annual budgets, generate monthly reports for COA and prepare quarterly reports for GOEA
- Attending board meetings and preparing board reports on financial performance, program activities, and other relevant topic
- Assist the Purchasing Agent in daily operations by maintaining purchase orders and contracts, managing vendors, and procurement of goods and services.

## Qualifications

- High school diploma or equivalent
- Previous experience in bookkeeping, financial management, or program coordination preferred
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and deadlines effectively



- Excellent communication and interpersonal skills, with a compassionate approach to serving senior citizens
- Proficiency in financial software and Microsoft Office Suite
- Ability to work collaboratively with diverse stakeholders, including seniors, staff, volunteers, and board members
- Commitment to upholding ethical standards and maintaining confidentiality in handling sensitive information
- Ability to lift or carry up to 25 pounds

#### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

#### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

#### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

#### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

#### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.