



has an opportunity for an

Accounts Receivable Clerk
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Accounts Receivable Clerk plays a key role in supporting the Finance Department by ensuring accurate recording, reconciliation, and management of receivables. This position is responsible for processing invoices, maintaining A/R aging reports, assisting with general accounting tasks, reconciling accounts, and supporting month-end close activities. Additionally, the Clerk provides clerical and administrative support, including assisting with audits and accounts payable functions, to ensure the efficiency and accuracy of financial operations.

Responsibilities:

- Record, batch, post, and reconcile all receivables on a daily, weekly, or monthly basis.
- Generate, process, and maintain monthly customer invoices, billing lists, and A/R aging reports.
- Prepare transfer requests and routing slips as assigned.
- Prepare and posting general journal entries as assigned.
- Conduct account reconciliations and maintain supporting schedules.
- Support month-end closing activities, by ensuring timely and accurate completion of all related tasks, including reviewing and reconciling accounts.
- Provide clerical and administrative support to the finance department, including assisting with annual audits.
- Assist with accounts payable functions as needed.

Minimum Qualifications:

- High school diploma or equivalent (GED) required; associate degree in accounting, finance, or related field preferred.
- Minimum of two years of relevant experience or an equivalent combination of education and experience.
- Strong understanding of debits and credits and familiarity with GAAP requirements.
- Ability to read, comprehend, and draft clear and concise instructions, correspondence, and memos.

- Effective verbal and written communication skills, with the ability to present information clearly and respond to inquiries from management and staff.
- Experience working with financial reports, including balance sheets and income statements.
- Strong analytical and problem-solving skills, with the ability to handle multiple priorities and apply critical thinking to resolve issues.
- High level of attention to detail, ensuring accuracy and thoroughness in all tasks.
- Dependable, reliable, and able to work independently when necessary.
- Strong customer service orientation and interpersonal skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and database management.
- Experience with Abila (MIP) accounting software and medical billing is preferred.

Salary: from \$23.00 hourly

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.