



has an opportunity for an

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

Western Youth Services is a leading provider of children's mental health and wellness services in Orange County, serving the community for over 50 years. Our dedicated team delivers programs that prevent, treat, and heal children and families so they can live full, productive lives.

As an Accounts Receivable Clerk, you will support the Finance team by ensuring accurate recording, reconciliation, and management of receivables. Duties include processing invoices, maintaining A/R aging reports, reconciling accounts, assisting with general accounting tasks, supporting month-end close, and providing clerical support such as audit assistance and select accounts payable functions.

This role is ideal for someone early in their finance or accounting career who values accuracy, takes ownership of their work, and is eager to grow in a collaborative, inclusive, and mission-driven environment, with opportunities to advance into Accounts Receivable Specialist or Finance Associate roles.

**Responsibilities:**

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

**Minimum Qualifications:**

- High school diploma or equivalent (GED) required
- Effective written and verbal communication skills; strong customer service orientation and interpersonal skills.
- Strong attention to detail and ability to manage multiple priorities.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Dependable, reliable, and ability to work independently when necessary.

**Preferred:**

- Associate degree in Accounting, Finance, Business, or related field.
- Up to two years of relevant experience or an equivalent combination of education and work.
- Strong understanding of debits and credits and familiarity with GAAP requirements.
- Ability to read, comprehend, and draft clear and concise instructions, correspondence, and memos.
- Experience working with financial reports, including balance sheets and income statements.
- Familiarity with Abila (MIP) accounting software and/or medical billing is preferred.

**Salary:** Hourly pay rate from \$21.00 to \$23.50. The actual hourly rate may vary based on experience, equity, market, and Agency considerations.

**Benefits:** Comprehensive employee benefits package includes:

- Medical, Dental, Vision
- Life Insurance, Long Term Disability
- 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.***