



Position Title: *AR & Member Billing Specialist*
Reports to: Controller
Department: Accounting

Work Hours: 40 hours per week
Employment Type: Full-Time
FLSA Status: Non-Exempt

General Summary:

Under the general supervision of the Controller (via CFO Network), the **AR & Member Billing Specialist** plays a critical role in supporting the financial and customer service operations of The Country Club of Little Rock. As the sole in-person representative of the accounting function, this position is responsible for managing accounts receivable, delivering exceptional customer service to members, and handling limited accounts payable duties for specific vendors. Additionally, the role serves as a key liaison between the Club's on-site operations and the CFO Network, ensuring smooth communication and coordination between internal staff and outsourced financial services. The ideal candidate will be professional, detail-oriented, and dependable, with a commitment to delivering an exceptional member experience and outstanding service.

Essential Duties and Responsibilities:

- Maintain accurate accounts receivable records and organized financial documentation
- Process daily and monthly membership billing statements with accuracy and timeliness
- Reconcile member accounts monthly and annually to ensure completeness and accuracy
- Serve as the primary point of contact for member billing inquiries and provide excellent in-person and phone-based customer service
- Facilitate limited accounts payable tasks for select vendors as directed by CFO Network
- Act as a liaison between the in-person club operations and the CFO Network, ensuring timely communication of financial needs, questions, and documentation
- Perform data entry, account audits, and other general accounting and administrative duties
- Generate standard financial reports and assist with monthly financial close as needed
- Maintain organized billing and vendor records in compliance with club and financial policies
- Assist with special projects or additional tasks as requested by management or the CFO Network

Qualifications:

- Previous experience in Accounts Receivable or related accounting roles
- Proficiency in Microsoft Word, Excel, and internet-based accounting tools
- Solid understanding of general accounting principles and procedures
- Strong interpersonal and conflict-resolution skills, must be comfortable working directly with members
- Excellent written and verbal communication abilities

- High attention to detail and strong organizational skills
- Ability to manage multiple responsibilities and meet deadlines
- Professional demeanor with a strong sense of confidentiality and discretion

Physical Requirements and Work Environment

- Prolonged periods of sitting and working at a desk with a computer
- Must be able to lift up to 15 pounds at times
- Work is performed in a professional office environment within the private country club setting

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.