



UConnectCare is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a “Best Company to Work for in New York,” 2018-2025.

JOB VACANCY

ACCOUNTS RECEIVABLE SPECIALIST

RESPONSIBILITIES

The Accounts Receivable Specialist is responsible for managing and processing all accounts receivable activities for a nonprofit agency. This role ensures timely and accurate billing, collections, and reconciliation of receivables while maintaining compliance with grant, contract, and regulatory requirements. The ideal candidate is detail-oriented, organized, and experienced in nonprofit or healthcare-related billing environments.

Key Responsibilities: Prepare, process, and submit accurate invoices to funding sources, including government contracts, grants, insurance companies, and private pay clients. Record and post cash receipts, including checks, ACH, wire transfers, and electronic remittances. Reconcile accounts receivable sub-ledger to the general ledger on a monthly basis. Process adjustments, write-offs, and refunds in accordance with agency policies and funding requirements. Assist with month-end and year-end close, including preparation of AR schedules and audit support. Ensure compliance with nonprofit accounting standards, grant requirements, and internal controls. Communicate professionally with program staff, funders, and external payers regarding billing and payment issues. Support continuous improvement of billing and receivable processes.

QUALIFICATIONS

Minimum associate’s degree in accounting, finance, business administration, or a related field (or equivalent experience). Minimum of 2 years of accounts receivable experience. Knowledge of general accounting principles and accounts receivable best practices. Experience with accounting software and electronic billing systems. Strong Excel skills, including spreadsheets, formulas, and reconciliations. Excellent attention to detail and organizational skills. Ability to manage multiple priorities and meet deadlines. Strong written and verbal communication skills.

Preferred Qualifications: Bachelor’s degree. Experience in a regulated nonprofit, healthcare, or human services. 10e11 and Blackbaud Financial Edge experience. Experience billing Medicaid, Medicare, insurance, or government-funded programs. Familiarity with grant and contract billing.

REPORTING RELATIONSHIP:

The Chief Fiscal Officer or his/her designee.

Status: Part-time, hourly nonexempt (21 hours per week)

Pay Range: \$19- \$22 per hour.

Location: 430 E. Main Street, Batavia location

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 2/14/2026

DEADLINE: ASAP

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.