



## **Billing Coordinator**

### **Kernwood Country Club:**

Established in 1914 by a group of Boston business leaders, Kernwood Country Club is rich in history with the likes of Walter Hagan, Francis Ouimet, and Donald Ross himself present for grand opening exhibition matches. Today, Kernwood remains one of the most beautiful and endeared clubs on the North Shore.

Kernwood Country Club strives to provide family-oriented recreational and social activities that are not only enjoyable, but that foster friendship and fellowship. We pride ourselves on our fine dining services, and the warmth and hospitality of our staff.

### **About the Role:**

The Billing Coordinator's responsibilities include billing member dues, food and beverage, private events, and other charges; Accounts Receivable including applying payments to accounts and researching member inquiries; creating and maintaining member accounts.

### **Primary Responsibilities (included but not limited to):**

#### **Member Billing**

- Create and maintain member accounts in Jonas ensuring personal and member billing information is accurate.
- Responsible for all usage related billing including processing daily food and beverage receipts.
- Serve as the main point of contact for billing related inquiries. Research and communicate all resolutions directly with members, process any necessary adjustments or credits.
- Create and book private event invoices.
- Participate in the month-end GL closing process. Prepare and send detailed member billing statements monthly.

#### **Accounts Receivable:**

- Perform credit checks on new members and actively monitor/maintain customer payment terms & credit in accordance with club rules and regulations.
- Apply checks, ach, wire, and other cash payments to appropriate accounts daily. Track and resolve any payment discrepancies.
- Ensure all customer short pays or deductions are authorized by appropriate parties.
- Issue weekly/monthly cash collection report and track deviances between expected vs realized.

- Review customer AR/collection/credit information routinely with the Controller to ensure full visibility on accounts.
- Ensure customers payment terms are adhered to and actively work accounts to ensure all amounts due are collected in full in a timely manner while escalating issues to the correct parties.

**Other responsibilities:**

- Processing bank deposits
- Enter Accounts Payable invoices and payments that are paid via ACH/EFT
- Data entry
- Filing

**Required Skills:**

- Proficient in Microsoft Word, Excel, and Outlook.
- Knowledge and experience using Jonas software.
- Prior country club billing and accounts receivable experience a plus.
- Excellent communication and interpersonal skills necessary.
- Self-motivated and team-oriented

**Compensation/Benefits:**

- Commensurate with experience and qualifications
- Comprehensive benefits package available including Health, Dental, Vision, Life & Disability Insurance
- Paid time off and 401(k) plan with matching component

To Apply:

Please send cover letter, resume and references to:

Denise Kirchner  
Controller  
[dkirchner@kernwood.org](mailto:dkirchner@kernwood.org)