

Finance Support Specialist

Location: Remote. Must be based in the United States.

Position Type: Full time salary, 35 hours per week

Compensation: \$55,000-60,000

Reports To: Operations & Finance Team; CFO

Data & Finance Support

Role

Accounts Receivable

- Customer billing
- Contacting business clients via email, phone, or physical mail for bill collection
- Monitor billing inbox and reply to customer emails
- Customer management in Quickbooks

Data Maintenance

- Review and maintain customer contracts
- Review and maintain customer information
- Collaborate with other staff to improve and maintain backend workflows
- Research and implement systems to support operations
- Complete other projects as assigned

Qualifications

- Attention to detail
- Willingness to uphold Mosaic values of trust, collaboration, generosity, and imagination
- Strong GIF game
- Comfort with written communication

Preferred Qualifications

- Familiarity with Quickbooks Online
- Familiarity with Deaf culture
- Understanding of the sign language interpreting field
- Familiarity with Usked, Airtable, and/or Notion
- Proximity to Central Virginia

Benefits

- Eleven (11) paid Federal holidays
- Eleven days (88 hours) of PTO per calendar year
- 2% contribution to SIMPLE IRA, no match required
- EAP, life, and short term disability insurance
- Professional development stipend of \$500/ calendar year
- Monthly wellness and tech stipends

To apply, send a resume and cover letter (ASL or English accepted) to
hr@mosaicinterpretingservices.com