



**Vision Share, Inc.**  
**A/P and A/R Specialist**  
**Position Specification**

August 2017



## POSITION SPECIFICATION

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<b>Position</b>	A/P and A/R Specialist
<b>Organization</b>	Vision Share, Inc.
<b>Location</b>	Downtown Chicago Vision Share Headquarters
<b>Reporting Relationships</b>	The A/P and A/R Specialist will assist in all aspects of Financial Management and Strategy for Vision Share. The Specialist will be a part of the accounting team while working closely with Members, Vendors, Staff and others to be determined. As a member of the Financial Management team, this role will focus on Accounts Payable and Accounts Receivable and other efforts related to financial reporting for to Vision Share.
<b>Website</b>	<a href="http://www.visionshare.org/">http://www.visionshare.org/</a>

## BACKGROUND

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Vision Share's is seeking a Specialist with a background in accounting who will engage deeply in being a high level contributing member of the Financial Management team and work with the CEO and Controller towards building the organization in a continuous process of growing, evolving, and diversifying. The Specialist will assist the Controller in executing the day to day global operations of the Vision Share Financial Management Office in delivering *The Vision Share Advantage*™ and leveraging the organization and its members' strengths in taking full advantage of domestic and international strategic opportunities.

## VISION SHARE A/P AND A/R SPECIALIST ROLE

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Vision Share seeks a strong day to day team member with communications, analytics, processing, strategy, and client relations skills to assist in steering the organization forward over the long term. This detailed and customer centered Specialist will ensure the flawless accounting of AP, and AR processes eye banks for global activities on a daily basis and will help to raise Vision Share's profile, execute on its vision, and increase the organization's connectivity to members, non-member eye banks, clients and the greater community both domestically in the USA and internationally.

In partnership with key Vision Share staff and while reporting to the Controller and the CEO, the A/P and A/R Specialist will assist in ensuring that Vision Share meets its goal of maximizing Vision Share and its member's tissue placement activities and advancing Vision Share's mission of restoring sight as broadly as possible on a global scale. By performing assigned accounting duties in a supportive role.

The Financial Management Team is responsible for all financial processes associated with Vision Share placement of tissue, timely remittances to provider eye banks and associated



vendors and receipt and application of payments. Specifically, the Financial Management Team will ensure Vision Share's success by supporting and maintaining a healthy accounting, payments and receivables process with vendors, clients and members. This position will serve collaboration between the Financial Management Office and various departments: Distribution, Marketing, International Relations and Business Development.

### **A/P AND A/R SPECIALIST KEY RESPONSIBILITIES**

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Vision Share is seeking a part-time early to mid-career Accounting Specialist with finance and accounting background needed for a demanding Nonprofit Healthcare Association. A potential candidate will have 2+ years of accounting/finance experience, preferably at a nonprofit association. Must have some experience in accounting functions which could include, billing, invoicing, receivables and collection, processing of all A/P functions, including vendor management, vendor and services contract maintenance, and special projects as directed. Ability to develop and implement systems for billing, collecting, analyzing, verifying, and reporting accurate financial information preferred.

#### **Education and Technical Skills:**

- Associates Degree or equivalent in Accounting or related field. Bachelor's Degree in Finance and/or Accounting preferred or working toward their degree
- Microsoft Office, Outlook, Excel proficiency
- Banking experience
- Quickbooks experience preferred
- Legal Billing experience necessary

Only qualified candidates will be considered. Resume and salary requirements submitted will be kept in the strictest of confidence.

### **VISION SHARE ACCOUNTING SPECIALIST EXPERIENCE/QUALIFICATIONS**

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- Experience in day to day Accounts Payable and Accounts Receivable
- Banking experience with deposits, application of payments, check processing, vendor database management
- Tracking, monitoring client accounts, members accounts and banking accounts
- Experience in US domestic and international GAAP principles
- Experience in customer relations working with other internal departments
- Successful history of relationship building
- Ability to plan for weekly and monthly goals
- Exhibits problem solving skills while being solution oriented
- Understanding of healthcare and/or ophthalmology and eye banking
- Ability to effectively relate and communicate (*verbally & written*) to multiple levels of Vision Share's clients (*staff, surgeons, Exec. Directors, hospital/ASC staff*)
- Displays strong organizational skills and detail oriented mindset
- Ability to handle stress and crises while showing good judgment
- Demonstrates computer literacy and proficiency
- Plans and carries out responsibilities with minimal direction or oversight
- Ability and willingness to travel for client meetings and conferences



- Position requires flexible work schedule to include some weekends
- Adept at multi-tasking
- Career minded mindset that can grow and contribute to Vision Share's long term strategic growth plan
- This individual must "own" their own responsibility to the work, goals and deadlines at hand
- Ability to identify process weaknesses and propose improved processes to streamline, save time and process more data more efficiently in a growth environment
- Thick skin, giving teammates the benefit of the doubt in stressful circumstances

Vision Share seeks a pro-active, passionate, self-starting, deeply engaged, detail oriented and achievement executive. S/he must be open-minded and flexible, an innovative, creative, strategic, quick thinker.

Travel will be required on a minimal basis.

## **WORK ENVIRONMENT**

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The VS A/P and A/R Specialist will work in a full-time capacity in a professional office setting during the week.

### **Physical Demands:**

The physical demands representative of those that must be met by an employee to successfully perform essential functions of this job are as follows:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is:

- Regularly required to sit, stand, talk, see, hear and present
- Required to possess dexterity to operate standard office equipment
- Occasionally required to lift 40 pounds or more
- Adequate vision to drive a car

**NOTE:** The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional duties may be assigned.

Vision Share is an Equal Opportunity Employer. We take pride in the diversity of our staff, and seek diversity in our applicants. Vision Share does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Vision Share reserves the right to seek, hire and promote persons who support the goals and mission of the institution.

## **ABOUT VISION SHARE, INC.**

Vision Share, a not-for-profit organization, headquartered in the USA, is the largest and most advanced network of member eye banks in the world. Vision Share is the premier global organization for donor corneal tissue placement and ordering services. Vision Share and its members are recognized as best in class for eye bank experience and expertise and are leading innovators in eye bank procedures and technology. Vision Share and its member's tissue placement reach is truly global and Vision Share is uniquely designed to meet the specific individual needs of surgeons, hospitals and surgery centers, academic institutions, and other



eye banks in need of donor ocular tissue and related services regardless of location.

Vision Share was founded in 1998 by a group of five eye banks and has grown into an organization with 13 members and 18 eye banks (See Exhibit I for a member listing). It is organized as a consortium of member eye banks to provide an environment within which its members can grow and thrive and restore sight to those in need on a worldwide basis.

Vision Share is keenly aware of the pressures and demands its clients and members face during a time of tremendous change in the health care delivery landscape. As such, Vision Share is committed to providing a patient care advantage to all those that it serves.

### **Services**

- Vision Share provides quality donor corneas and other ocular tissue for cornea transplant surgeries as well as for research and training purposes.
- Vision Share provides vital services to eye banks, corneal surgeons, hospitals and surgery centers, and ophthalmic researchers.
- Vision Share provides donor eye tissues for medical research, medical device research and development, and surgical training according to requested specifications.
- Vision Share serves the needs of the global market by providing tissue, quality, and choice through an effective and efficient placement system.
- Vision Share assists surgeons, hospitals and surgery centers, in gaining a patient care advantage through board collective expertise of Vision Share's innovative eye bank member network.
- Vision Share's network of member eye banks consistently share their expertise within the eye banking community in order to develop, promote, and enhance programs and ocular services worldwide.

### **Tissue**

Vision Share provides the most reliable, effective, respected, and efficient tissue ordering and placement services available. Vision Share's Distribution Center is available 24/7/365.

### **Accreditations**

All Vision Share members must be accredited by the Eye Bank Association of America (EBAA) and maintain accreditation as a condition of membership. Vision Share supports the mission of the EBAA, and on occasion, may represent a joint policy position regarding issues being discussed within the Association.

In addition each Vision Share member is required to maintain U.S. Food and Drug Administration ("FDA") licensure.

All Vision Share members are required to maintain high professional and ethical principles and practices.