

ACCOUNTS RECEIVABLE SPECIALIST

Grade 16

Purpose Statement

The job of Accounts Receivable Specialist is done for the purpose/s of providing support for the District and child care programs functions with specific responsibility for performing activities related to accurate processing of incoming revenue from various sources; verifying, documenting, entering transactions, and reconciling related financial information; and providing instructions and accounting support to other personnel in accordance with established practices.

This job reports to Director of Business Services

Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Collects deposits and codes receivables for the District and all programs for the purpose of ensuring the accuracy and timely completion of transactions.
- Compiles financial information related to the District and all programs (e.g. account balances for parents, budget information, etc.) for the purpose of providing required documentation, processing information and ensuring confidentiality.
- Informs stakeholders regarding procedural requirements (e.g., staff, parents, administrators, etc.) for the purpose of ensuring the District and all programs runs smoothly.
- Investigates account discrepancies (e.g., obtaining needed information, speaking with involved parties, etc.) for the purpose of ensuring a proper resolution is reached.
- Maintains financial information, files, and records (e.g., account balances, etc.) for the purpose of ensuring the availability of documentation; compliance with established policies and regulatory guidelines; and ensuring confidentiality.
- Participates in meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Processes submissions to collection agencies and small claims court as needed for the purpose of ensuring the proper documentation is completed and submitted in a timely manner.
- Processes and manages funds and financial information (e.g., transfers to county funds, parent billing etc.) for the purpose of updating and distributing information, authorizing for action, and ensuring documentation complies with established policies and accounting practices.
- Provides accounts fiscal year end outstanding accounts receivable balances for reconciliation for the purpose of maintaining accurate balances, and complying with accounting practices.
- Researches discrepancies of financial information and documentation for the purpose of

ensuring the accuracy and adhering to established procedures prior to processing.

- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction, and referral for addressing inquiry.
- Process and manages after school extra-curricular invoicing, payment, and ensure required documentation complies with established policies and regulatory guidelines.
- Acts as liaison between teaching universities and the District for the purpose of preparing invoicing and documents for payroll.
- Invoices and manages collections for all billings related to District (e.g., food services, PTAs, etc.).
- Prepares, collects funds, manages and understands all aspects of developer fee certificates.
- Provides clerical support for the Director of Fiscal Services.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications (i.e., Microsoft Excel, Microsoft Word, et.); preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and strong telephone skills and communication with the public.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.