

ACCOUNTS RECEIVABLE SPECIALIST

Job Title:	Accounts Receivable Specialist
Initial:	June 13, 2019
Revised:	
Work Year:	Full Year
Office:	Business
Department:	Accounting/Finance
Reports To:	Accounting Group Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 20

Related Organization Chart



POSITION SUMMARY: The Accounts Receivable Specialist establishes and maintains sound accounting processes for various subsets of the district's fiscal environment. The Accounts Receivable Specialist works closely with schools and all department in the district by processing all cash receipts. This position also handles all customer correspondence via phone or email; keeping customer service a top priority, while receiving and reconciling a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Receives and records all cash receipts within the accounting system.
- Uploads and records cash and credit card payments from various systems outside the Accounting System.
- Prepares journal entries.
- Performs annual audits, on a quarterly basis, of cash procedures for all school locations.
- Prepares supporting documentation and information for the annual financial audit.
- Ensures compliance with state/federal fiscal laws, regulations and Board policies.
- Seeks out ways to improve financial processes and a desire to improve quality, speed and efficiency.
- Serves as a backup for other accounting team members
- Performs projects on an ad hoc basis
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision & Technical Responsibilities:

This position does not supervise other employees. However, this position may be called on as a resource for various accounting issues, including training, demonstrating and answering questions.

Work is assigned by Accounting Group Manager and other senior staff. This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with state and federal guidelines. Decision-making requires collaboration with the Accounting Group Manager, other Business Office staff, as well as school and department secretaries.

Budget Responsibilities:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree or equivalent in Accounting or Finance.

Experience:

- 3-5 years of experience in accounting to include time with government and/or fund accounting.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong organizational skills.
- Open to change and willing to learn new skills.
- Ability to follow up on pending issues.
- Ability to meet deadlines.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, and Power Point.
- 10 key by touch.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.