

# Accounts Receivable Clerk

Dept/Div: Business Office/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled technical work posting entries to the accounting system, prepare and monitor tuition and miscellaneous invoices, enter bank deposits, monitoring and reconciling various financial accounts, preparing financial data, and related work as apparent or assigned. Work is performed under the general supervision of the Business Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Prepares tuition and miscellaneous invoices.

Enters journal entries, internal sales, investments and other data into the accounting system.

Receives, reconciles and enters deposit information into the accounting system.

Monitors and reconciles various financial accounts.

Reconciles checks and cash deposits with appropriate invoices.

Monitors, calculates and adjusts data to reconcile federal and state grants for final report submission.

Prepares and submits various reports to the Business Manager and administration.

Submits various financial reports to outside agencies ensuring appropriate funding requests.

Assists the Business Manager in preparation for the audit.

## Knowledge, Skills and Abilities

Thorough knowledge of governmental accounting principles and procedures; thorough knowledge of federal and state fiscal regulations and procedures relevant to school program funding; thorough knowledge of bookkeeping terminology and methods; thorough knowledge of standard office procedures, practices and equipment; thorough skill in the use of standard computer equipment and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with associates and the general public; ability to resolve problems and inquiries and ability to type at a reasonable rate of speed.

## Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience working in a financial accounting, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately quiet location (e.g. business office, light traffic).

## Special Requirements

## **Accounts Receivable Clerk**

Applicable financial software training will be provided within six (6) months of hire.

Last Revised: 9/27/2011