JOB DESCRIPTION

POSITION TITLE: Accountant, Accounts Receivable          JOB CODE: 466A
DIVISION: Financial Services                             SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services                          WORK DAYS: 238
REPORTS TO: Director, Accounting Services               PAY GRADE: Rank E (NK05)
FLSA: Exempt                                             PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Coordinates and performs the accounting activities related to the District’s accounts receivables. Accurately analyzes, evaluates, and prepares journal vouchers and reports related to the District’s accounts receivables.

REQUIREMENTS:
1. Educational Level: Bachelor Degree in Accounting required
2. Certification/License Required: None
3. Experience: 3 years of experience; governmental accounting experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; work independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS & MUNIS); strong understanding of accounting concepts and functions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:
1. Demonstrates prompt and regular attendance.
2. Responsible for the District’s Accounts Receivable accounting functions, including billing.
3. Prepares and enters journal vouchers into the Accounting system related to the District’s accounts receivables.
4. Prepares and updates, as needed, financial procedures related to the District’s accounts receivables.
5. Prepares and creates various journal entries and wire transfers forms as needed.
6. Prepares reports and provides training and support to CCSD school personnel related to the accounts receivable functions of the District.
7. Reconciles, creates, and analyzes asset & liability accounts related to the District’s accounts receivables.
8. Works collaboratively with Department staff on the calculation and compilation of the Comprehensive Annual Financial Report.
10. Approves journal vouchers from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________