



EMPLOYEE NAME: _____

Created: 6/15 Revised: 6/18, 6/19, 11/20

JOB DESCRIPTION

POSITION TITLE: Accounts Receivable Manager	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORKDAYS: 238
REPORTS TO: Assistant Director, Cash Management	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages plans, directs, and evaluates the cash specialist position. Monitors and performs the accounting activities related to the district's accounts receivables and cash receipt functions of district revenues. Accurately analyzes, evaluates, and prepares billing statements for vendors and reports related to the district's accounts receivables.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree with accounting (major) required
2.	Certification/License Required: None
3.	Experience: 3 years of experience in accounting; supervisory 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); 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.	Oversees for the district's accounts receivable accounting functions.
3.	Develops and creates the billing statements out of the MUNIS accounting system. Approves and posts transactions into the accounting system related to the district's accounts receivables and cash receipting.
4.	Establishes and updates, as needed, financial procedures related to the district's accounts receivables.
5.	Prepares and creates various journal entries as needed.
6.	Prepares reports and provides training and support to CCSD school personnel related to the account receivables 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 including preparation of the charts needed in the M D & A section and/or statistical section.
9.	Manages and supervises the cash specialist position; responsible for completing staff annual evaluation.
10.	Approves transactions from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
11.	Serves as the backup for the school food service accounting manager and financial accountant.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____