



POSITION DESCRIPTION

TITLE: Accounts Receivable Specialist **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** E

JOB SUMMARY: Responsible for processing the billing, collection and reconciliation of individual student, staff and agency accounts.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Analyze transactions affecting students' and agencies' accounts; verify amounts on individual and general ledger accounts; adjust data to correct sub-ledger and general ledger accounts, maintain statistical spreadsheet on receivable and related activities.	25%
2. Verify grant and receivable coding supported by external contracts, purchase orders, internal memos, correspondence and letters of credit affecting departments such as Academic and Continuing Education, Financial Aid, Registrar, and financial reporting; interact with all related Banner modules in identifying amounts, awards and revenue transactions.	20%
3. Process journal entries, adjustments, billing charge or payment adjustments and vouchers on overpayments on integrated system; research records, interact with Tuition, Registrar, Continuing Education, Financial Aid, Accounts Payable, Counseling, Cashier and General Accounting to verify transactions; review cashier receipts batch against sub-ledger database.	20%
4. Assign detail codes on Banner System for scholarships, grants, and financial aid requests on special processes for registration purposes; process continuing education and academic registration for students requiring special coding; verify calculation of awards to specific grants on billing and invoices distributed to agencies and other source reconciliation.	10%
5. Generate detailed spreadsheets on agency accounts receivable for collection purposes; process Schedule Revision Forms on database to ensure correct posting of revenue to District's general ledger; process journal entries on electronic deposits affecting Treasury Fund; process invoices to agencies through compilation and verification of documents, process payments received to agencies receivables on Banner.	10%

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| 6. Assess charges accordingly to loan receivables, return checks; process miscellaneous transaction to student accounts; disseminate information on policies and procedure of Federal, college and department(s); distribute correspondence, financial aid and student refund checks, flag accounts for special conditions such as uncollectible, turnover, bankruptcy, and other departmental requests. | 5% |
| 7. Prioritize workload according to deadline on receivables; process and distribute payout checks released from receivable; assignment of special codes on Banner Detail Code along with related general ledger set up affecting revenue and expenses as well as receivables. | 5% |
| 8. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Responsible for providing work direction.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Knowledge of receivables and collection processes, and reconciliation experience.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally lift or move up to 10 pounds. Specific vision abilities required to this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*