

TITLE: <u>Accounts Receivable Clerk</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA413</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	GRADE: <u>3</u>	EEO CODE: <u>H40-016</u>
	FLSA: <u>Non-Exempt</u>	JOB CODE: <u>A</u>

POSITION PURPOSE

Perform moderately complex clerical and bookkeeping work routines applying accepted methods and procedures in the processing, verification and recording of accounts receivable documents for a School, College, Division or Center/Institute of the University. Utilize technical knowledge or aptitude for making mathematical computations and handling detailed numeric work.

ESSENTIAL JOB FUNCTIONS

- Maintain, reconcile and monitor various financial transactions, suspense accounts and accounts receivable balances. Prepare subsidiary journal vouchers; review delinquent accounts and assign to collection agency. Review check scans and disbursement forms; credit loan account records and update payment status. Process billings and maintain appropriate records of billing/collection activities.
- Audit and process a variety of financial documents; reconcile, verify and post receipts, vouchers and bank checks; credit and debit accounts according to double entry bookkeeping methods. Prepare and disburse special checks (e.g. emergency loans, payroll, etc.); check and verify data and determine accuracy of mathematical computations (e.g. returned item checks, teller balances, etc.). Prepare and maintain log of issued bank debits and credits.
- Receive and input data into computerized financial accounting system; data enter and update on-line records; add, delete and edit data. Review and verify coded data; generate scheduled reports and statistical information as needed.
- Compile statistical data. Prepare special activity reports, summaries, logs and lists in the processing and verification of accounts receivable transactions in monitoring the status of delinquent and special accounts and in measuring and assessing productivity workflow. Maintain file copies of issued debits and credits. Prepare spreadsheets, forms and records of internal and external billing/collection activities.
- Answer general inquiries regarding department operations, activities and applicable University guidelines and regulations. Resolve problems and answer questions pertaining to the status of accounts, the credit/debit of financial transactions, etc. Contact appropriate University personnel, students and outside collection and billing agencies regarding accounts, errors and discrepancy on financial documents (checks and receipts) and standard operations and services.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- May provide functional supervision to a small number (1-3) of student or part-time technician support personnel. Assign and monitor routine clerical activities. Train in appropriate methods and procedures.
- Perform standard clerical functions. Operate computer terminal and general office equipment, e.g. calculator, typewriter, photocopier, etc. Type routine correspondence, forms and memos, e.g. deferment letters.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level is designed to perform procedural work routines involving moderately complex clerical and bookkeeping activities in the processing, verification and recording of accounts receivable documents and other financial transactions such as tuition loans and suspense accounts. Work activities involve thinking within standard practices, instructions and procedures. The incumbent should have an aptitude for making mathematical computations and the ability to process a large volume of detailed numeric documents as well as to understand and follow complex oral and/or written instructions. Functional supervision may be exercised over a small number (1-3) of student or part-time technician support personnel. This classification is generally located in the Division of Fiscal Operations or designated personnel and fiscal area of responsibility in a School, College, Division or Center/Institute of the University. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience; coursework in bookkeeping or accounting preferred.
- Some knowledge of accounts receivable practices and procedures.
- Some experience using and knowledge of Financial Management System (FMS/BAR) and General Billing System (GBS) preferred.
- Ability to make mathematical computations accurately.
- Ability to operate standard office equipment.
- Typing and data entry skills may be required.
- Some knowledge of University policies, procedures and regulations is necessary.
- Ability to communicate effectively with others.
- Strong organizational skills; keen attention to detail.
- Typically, incumbents have held positions as Accounting Clerk, Office Clerk or Secretary.