



ACCOUNT CLERK II - ACCOUNTS RECEIVABLE CLERK

Schedule: 8 hours per day / 12 months / About 260 Days per year

Class: 13

POSITION PURPOSE

The Accounting Receivable Clerk provides accounting support, monitoring and receipting of District revenues.

The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits. These duties are a representative example of position expectations. Actual duties assigned may vary and change depending on the business needs of the department and the organization.

NATURE AND SCOPE OF RESPONSIBILITIES

- Maintains accounts receivable applications on the District enterprise resource planning (ERP) and Receipting systems, including accurate coding and processing of all payments received, updating accounts receivable, invoicing, and collections.
- Preparation, review and reconciliation of the monthly accounts receivable aging reports.
- Annual close and roll forward of the ERP system accounts receivable module.
- Coordinate District-wide facilities rental and leasing activities including but not limited to scheduling, approvals, billing, and collections.
- Fee collections & receipting for the District activities such as but not limited to, extracurricular activities, student tuition, and other facility use.
- Prepare and process deposits and AR invoices to record district financial transactions.
- Balance and reconcile district accounts (examples: accounts receivable)
- Treasury support in daily banking activities including balance inquiries and positive pay.
- Prepare documents for internal audits and inquiry responses for bookkeeping systems and procedures issues.
- Provide excellent customer service to staff and vendors in explaining and assisting with facility rentals and fees.
- Assists with running and distributing monthly reports to departments and schools.
- Coordinates annual unclaimed property filings for submission to the State.
- Perform other daily duties as required and/or assigned by the supervisor to maintain efficiency of department.

QUALIFICATIONS

- Associates degree or higher in Accounting, Finance, Business Administration or related field preferred.
- Three years accounting experience including processing financial transactions, recordkeeping, and preparation of monthly, quarterly and/or annual reports. Knowledge of governmental accounting preferred.
- Intermediate computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills.
- A working knowledge of basic bookkeeping and accounting procedures and the ability to process all data required to produce accurate and timely accounts receivable records and accompanying reports.
- Ability to apply bookkeeping and accounting principles to the maintenance of accounts receivable, fiscal records and statements, and to locate, retrieve, verify, and interpret moderately complex bookkeeping and accounting records
- Ability to maintain the confidentiality of sensitive information related to personnel, district financial, collective Bargaining and legal matters.
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written directions with a high degree of accuracy.
- Ability to work independently, prioritizing tasks to meet deadlines, and to work as a team member with department staff.

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QUALIFICATIONS Continued

- Ability to provide excellent customer service, work harmoniously with others and communicate effectively both verbally and in writing, with the public and staff.
- Must maintain a valid driver's license and reliable transportation, this position is required to travel on district business.

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the department. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment for extended periods of time.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.