



## Job Classification Description

### **ACCOUNTS RECEIVABLE SUPERVISOR/LSC VSC UP –PAT Bargaining Unit**

**Grade 11  
Exempt**

#### **BASIC FUNCTION**

To supervise and coordinate the LSC student accounts receivable procedures and to direct credit policies.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, supervise, coordinate, monitor, and evaluate the student accounts receivable operations and oversee the processing of other College income. Play a key role in developing and modifying receivable systems, procedures and all credit policies.
- Monitor all credit activities regularly. Review and approve major or unusual transactions or reports. Deal with a variety of problems that arise on a daily basis.
- Supervise the day-to-day work of student accounts staff: assist in interviewing and hiring; conduct training; confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems.
- Direct accounts receivable transactions, including manual charges of adjustments, payments, financial aid awards, refund checks, void checks, automatic charges and adjustments through statements, and non-student cash receivables: approve student account adjustments for posting; analyze computer reports daily and follow-up as needed on any errors or problems.
- Supervise analysis of add/drop forms to verify status and make necessary billing adjustments; process refunds for dropped and canceled courses, and credit balances for financial aid awards.
- Maintain and update transaction codes for account numbers and receivable types for POISE system. Analyze the automatic billing system for current charges and transaction codes each semester.
- Plan and generate numerous regular and special reports including computer files and spreadsheets from POISE student database.
- Supervise, coordinate and assist with end-of-month computer account balancing, closing and reporting processes and a variety of account reconciliation tasks.
- Key participant in meetings for accounts receivable policies and procedures, credit directives and general office procedures .
- Confer directly with students and parents regarding unusual credit problems and propose resolution. Ensure that staff contacts with students are handled with efficiency, accuracy and diplomacy.
- Recommend accounts to supervisor for reference to collection agency and act as primary contact with collection agency.

- Maintain records relating to student health insurance, including rosters, waivers, and billing to student accounts.

## Accounts Receivable Supervisor/LSC, cont.

- Confer regularly with supervisor, other business office staff, and VSC representatives to coordinate and evaluate systems/activities/policies, exchange information, investigate and resolve problems, explain policies and procedures; deal with a variety of outside agencies on matters pertaining to student accounts.

### SUPERVISION RECEIVED

General supervision is received from the Controller.

### SUPERVISION EXERCISED

Functional supervision of one employee.

### MINIMUM QUALIFICATIONS

Associates or bachelors degree in accounting or other appropriate discipline plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to maintaining moderately complex manual and computerized record systems. Familiarity with data base technology and applications.
- Relevant technical knowledge of accounting and bookkeeping principles and methods; prior student receivables experience desirable.
- Good administrative and supervisory skills; previous supervisory experience desirable.
- Ability to deal effectively with students, other College personnel and outside organizations.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**