



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Accountant (Accounts Receivable)**
 Job Family: **Finance**
 Prepared/Revised Date: **July 17, 2023**

FLSA Status: **Exempt**
 Pay Range: **FN75Y**
 Job Code: **32002**

SUMMARY: Perform accurate and timely accounts receivable accounting functions. , provide guidance to Finance Department staff, provide customer support to staff outside the Finance Department and community members, and assist with process management in the accounts receivable focus area, which includes but is not limited to daily banking activity, cash receipts, cash handling, invoicing, reconciliation, and maintenance of the District’s comprehensive payment system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain the District’s comprehensive payment system, which facilitates online payments and collection of cash and check payments at schools.	D	15%
2. Perform key accounts receivable accounting tasks such as reconciling, balancing, and allocating in District general, special revenue, and fiduciary funds, and accounts receivable subsystems. Monitor accounting activity related to these funds, prepares and reviews journal entries, and performs monthly and year-end processes; ensures the maintenance of complete and accurate accounts receivable files and records, including retention of documents in accordance with State records retention requirements.	D	12%
3. Prepare complex spreadsheets and other documents as necessary to enable analysis of all aspects of the District’s financial records; gather and provide cash receipt and accounts receivable records related to internal audits, external audits, and public records requests.	D	10%
4. Prepare necessary financial statements/reports as required by local, state, and federal governmental agencies and other entities including the District’s Annual Comprehensive Financial Report and Annual Budget.	D	10%
5. Provide input on design and implementation of District-wide accounting and compliance guidelines and procedures, internal controls, financial computer systems, program customization, financial system reports, etc.; participate in planning, organizing, and maintenance of Finance Department operations including monitoring and development of internal departmental procedures.	D	5%
6. Participate in training and provide assistance to schools and sites related to cash receipts and accounts receivable, including the process for requesting invoices, providing customer account balances, coding transactions, and running system reports; support school site staff in processing payments, creating items, batching out, running reports, and troubleshooting in the comprehensive payment solution software.	D	5%
7. Monitor compliance with Federal, State, and local laws, regulations, governmental accounting standards, and comply with reporting and legal requirements.	D	5%
8. Provide guidance and support for finance specialists.	D	11%
9. Attend work and arrive in a timely manner.	D	1%
10. Work with external entities such as governmental agencies, auditors, financial institutions, vendors, donors, courier services, third-party collections, and accounts receivable customers.	W	5%



11. Perform the school/site deposit bank account reconciliation, including comparing bank deposits to the comprehensive payment solution batches to identify and correct discrepancies; provides feedback to the schools/sites, and report trends that suggest training is necessary to the training team.	M	15%
12. Participate in cross-training and keep abreast of accountant duties related to accounts payable, grants, capital assets, capital projects, building funds, internal service funds, debt service funds, etc.	Q	5%
13. Perform other duties as assigned	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in accounting, finance or business administration
- Three years or more of related experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CPA preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, 10-key calculators, etc.
- Operating knowledge of integrated financial management systems; BusinessPLUS preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 feed				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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				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 heat (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.	
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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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