



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Finance Specialist (Accounts Receivable)**
Job Family: **Finance**
Prepared/Revised Date: **August 15, 2023**

FLSA Status: **Non-Exempt**
Pay Range: **FN15H**
Job Code: **50104**

SUMMARY: Responsible for timely and accurate accounts receivable data entry, review, processing, troubleshooting, customer support, and system support. Serves as District-level cashier, processes all centrally received cash, checks, ACH transactions and wires. Serves as a liaison between District sites and community members, supports District staff responsible for collection of payments, follow-up on accounts receivable issues raised by District staff and customers, and provides support and communication related to the courier service. Actively participates in school and site training, onboarding, and maintenance of training materials and internal procedures.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important 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 to facilitate on-line payments and collection of cash and checks at schools, including setting up and removing users, creating and updating payment items, monitoring and following up on outstanding batch files, providing end-user training and support, and escalating technical issues when appropriate.	D	30%
2. Prepare and process accounts receivable, including generating invoices and account statements, preparing overdue accounts for collections, performing account reconciliations, maintaining complete and accurate accounts receivable files and records, and ensuring documents are retained in accordance with records retention requirements.	D	25%
3. Process cash receipts for cash, checks, ACH transactions and wires, including preparing bank deposits, determining the appropriate customer and/or general ledger account to apply the payments to, entering cash receipt batches into the financial system, maintaining complete and accurate files and records, and ensuring documents are retained in accordance with records retention requirements.	D	10%
4. Dispatch support requests from schools and sites to designated Finance staff	D	5%
5. Review journal entries submitted by schools/sites (primarily related to revenues), including ensuring supporting documentation is understandable and complete and coding is appropriate.	D	4%
6. Attend work and arrive in a timely manner.	D	1%
7. Provide assistance and support to schools/sites related to cash receipts and accounts receivable, including process for requesting invoices, providing customer account balances, coding of transactions, and how to run system reports.	W	10%
8. Provide support to the accountant performing the school/site deposit bank account reconciliation, including comparing bank deposits to the comprehensive payment solution batches to identify and correct discrepancies. Provide feedback to the schools/sites, and report trends that suggest training is necessary to the training team.	W	4%
9. Monitor and record necessary customer and/or general ledger account adjustments for bank corrections and checks returned for nonsufficient funds (NSF) and communicates with schools/sites and/or customers as necessary	W	4%



10. Monitor and issue banking supplies to schools/sites, including deposit bags and deposit slips.	W	1%
11. Participate in on-boarding trainings, workshops, and school/site visits related to accounts receivable and cash receipts processes.	M	2%
12. Support schools/sites with courier services, including, providing timely updates on changes in courier staff, communicating schedule changes to schools/sites, providing process updates and reminders, and contacting the courier service for service concerns.	M	1%
13. Participate in cross-training and keeps abreast of finance technician tasks related to accounts payable, purchasing cards, and account codes.	Q	1%
14. Assist with gathering and providing cash receipt and accounts receivable records related to internal audits, external audits, and public records requests.	A	1%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D required., associate degree in accounting, finance or business administration preferred
- Two to three years of related work experience
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

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, E-mail, etc.

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	
Moderate	x
Loud	
Very Loud	