

## **ACCOUNTS RECEIVABLE CLERK**

### **GENERAL STATEMENT:**

Responsible for transactions at the accounts receivable window.

### **REPORTS TO:**

Dean of Fiscal Services/Chief Fiscal Officer

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years experience in accounts receivable or related office area.

#### **OTHER:**

Data entry skills; Thorough understanding of cash drawer concepts and bookkeeping principles; Telephone skills; Interpersonal skills; Minimum typing skills.

### **DUTIES AND RESPONSIBILITIES:**

- Transacts business at the accounts receivable window.
- Responsible for cash drawer.
- Works registration.
- Performs light typing, data entry, and other clerical duties.
- Greets and assists callers.
- Other duties as assigned by the dean of fiscal services/chief fiscal officer.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised:03/5/07*

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