Job Title: Accounts Receivable Supervisor

Job Code: 40229

JOB SUMMARY
The Accounts Receivable Supervisor is responsible for guiding and monitoring accounts receivable accounting transactions.

MAJOR DUTIES
Correctly applies accounting principles according to GAAP, Governmental Accounting Standards, applicable state and federal guidelines and TCSG fiscal policies and procedures.
Prepares federal funds reimbursement requests to the federal and state agencies, following established government guidelines. (Activity involves multiple federal agencies with different requirements)
Analyzes, reconciles, and approves accounting data and transactions
Adequately analyzes accounts receivable transactions on reports, as well as accounting systems and sub-systems
Requests and deposits state, federal, and other funds to ensure adequate cash balances in Central Office's bank accounts. Processes check inquiries and stops payments
Carefully reviews documentation, entries and reports for accuracy and completeness
Reviews complex accounts receivable billing documentation and other information to arrive at logical and accurate accounts receivable billing statements
Processes electronic fund transfers (ACH) to technical colleges and vendors via the Micro Cash Bank systems. (Performed by all incumbents)
Promptly advises supervisor of any balancing problems with deposit slips such as incorrect amounts
 Prepares standard statutory, regulatory and GAAP financial and/or accounting reports

COMPETENCIES
Knowledge of accounting principles and practices
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS
Associate’s degree in accounting, public administration or closely related field *and* Five (5) years of experience in accounting

PREFERRED QUALIFICATIONS
Preferred qualifications may vary from location to location.