



**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; and
- Other duties as assigned.

### **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 or closely related field **\*and\*** Five (5) years of experience in accounting

### **PREFERRED QUALIFICATIONS**

- Preferred qualifications may vary from location to location