

# Southeast Technical College

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Accounts Receivable Associate

<b>Department:</b>	Finance and Operational Services	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	<ul style="list-style-type: none"><li>• Director of Student Accounts</li><li>• Director of Accounting</li></ul>
		<b>Receives Guidance From:</b>	Vice President of Finance and Operations
<b>Grade/Level:</b>	Classified Staff; Clerical Class III; 12 Month; Level K	<b>Amount of Travel Required:</b>	None
<b>Work Schedule:</b>	Monday through Friday, 8:00 am-5:00 pm  Flexibility for earlier and extended office hours.	<b>Positions Supervised:</b>	None
<b>Prepared By Dept/Title:</b>	Human Resources Department and Staff	<b>Approved By Dept/Title:</b>	Vice President of Finance and Operations
<b>Prepared By Date:</b>	April, 2021	<b>Approved By Date:</b>	April, 2021

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#### POSITION SUMMARY

Responsible for providing financial and clerical services for the accounts receivable, collections, and Veterans' Affairs financial assistance programs to ensure effective, efficient, and accurate financial operations for Southeast Technical College. Complies with all necessary regulatory reporting, and established policies/procedures.

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## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions Statement(s)**

- Process and monitor student payments and expenditures that includes: receiving and collecting fees from all full and part time students; and posting all payments to a variety of accounting systems.
- Maintain and update files of departmental accounting data; assist in processing of accounting statements; reconcile cash source documents with receipts.
- Perform a variety of clerical accounting tasks to maintain and process financial records for the accounts receivable function.
- Access computerized financial information to answer general questions as well as those related to specific student and employee accounts.
- Interact with students and staff on a daily basis regarding the Institute's policies and procedures including: tuition and fees, payment of past due accounts, etc.
- Communicate frequently with students and staff to assist with questions about students' financial accounts.
- Contact students to arrange payment of past due accounts.
- Verify weekly enrollment for students receiving military financial aid benefits, such as, but not limited to, GI Bill or Veterans Affairs financial assistance.
  - Ensure students receiving military financial assistance maintain acceptable grades to continue to receive that assistance.
  - Adjust enrollment status of military students receiving military financial aid to ensure funds provided to the student account are adjusted accordingly by the institution issuing the aid.
  - Ensure that students receiving military financial assistance are processed according to government regulation and Southeast Technical College policies. This includes: student grade standards, enrollment, branch of the military, types and amounts of assistance.
  - Electronically report the status of grades, enrollment, and attendance to the issuing agency of military financial aid.
- Comply with federal, state, and Institutional policies, procedures, and regulations.
- Answer telephones, direct calls, and take messages.
- Perform other duties as apparent or assigned by the supervisor.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.

- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.

## SKILLS & ABILITIES

**Education:** Associates degree in Accounting or related field required.

**Experience:** One to two years related experience required.

**Computer/Technology Skills:** Ability to use accounting, payroll, spreadsheet, word processing and email at a highly proficient level to accurately keep financial records. Operate office machines, such as 10-key calculators, photocopiers, facsimile machines, and voicemail systems.

### Other Requirements:

- Ability to communicate effectively with and relate well to others.
- Knowledge of office administration and bookkeeping procedures.
- Knowledgeable and proficient in accounts payable, accounts receivable, and maintaining general ledgers; and the related record keeping.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to stay on task with frequent interruptions.
- Ability to meet multiple deadlines during financial processing periods.
- Confidentiality concerning financial and student files.
- Post-offer criminal background check required.

## PHYSICAL DEMANDS

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	F (Frequently)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

*N (Not Applicable)*  
*O (Occasionally)*  
*F (Frequently)*  
*C (Constantly)*

*Activity is not applicable to this occupation.*  
*Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*  
*Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*  
*Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

**Other Physical Requirements:**

This position will spend long hours sitting and using office equipment and computers. Will occasionally have to do some lifting of supplies and materials. Sometimes spends long hours in intense concentration. Must spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

**WORK ENVIRONMENT**

Busy, walk-in desk, open office area. Constant interruptions and must interact with others on a regular basis. General office environment with standard office equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Job is sedentary with physical activities normally required in an office environment. Possible exposure to communicable diseases and temperature changes as individuals enter and exit the building.

**EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION**

**EMPLOYER STATEMENT**

Southeast Technical College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical College reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

**EMPLOYEE AUTHORIZATION**

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_