

**27J SCHOOLS  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Accounts Receivable/Treasury Technician  
**Date Prepared or Last Modified:** November 10, 2017, Reviewed December 2020  
**Work Year:** 12 months  
**Department:** Finance  
**Reports To:** Finance Director

**SUMMARY:** Coordinates with Accountant to prepare Comprehensive Annual Financial Report (CAFR) statistical section for external Auditors. Posts daily cash receipts, returned check information, tracking and entering bank fee adjustments and manages the districts collections efforts. Acts as the district liaison between the bank and school locations. Trains secretaries and managers in correct accounting procedures for daily bank deposits and collection reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 30% Prepare daily deposits as received from district locations and funds paid to the Education Service Center. Post daily cash receipts, check that all transactions are properly coded, reaching out as needed to train secretaries and managers on correct account code setup and deposit policies and procedures.
- D 19% Manage district collections process. Creating and sending out reports to school locations to verify accuracy of fees posted. Answer school location collection policies questions. Monitor fees outstanding, sending letters and emails to families regarding payments due and making phone calls to collect on past due payments. Acting as the liaison between the district and outside collections agency.
- D 8% Serves as the online payment processing expert. Access RevTrack reports and enter all payments into the accounting system. Process credit card refunds as requested by departments and schools. Answer questions as received from district locations.
- D 10% Verify, analyze and maintain daily cash flow reports. Monitor and determine transfer of funds between various banking institutions to meet the districts cash flow requirements.
- D 2% Process and analyze return checks and bank fee adjustments ensure that adjustments are correctly entered into the accounting system. Maintain list of customers who need to pay with guaranteed funds due to returned checks. Distributes return checklist list monthly to secretaries and CFO.
- D 2% Provides technical training and support between the district locations and the bank to ensure that all banking equipment functions properly and responding to any bank reporting questions as they arise.
- D 5% Manages the administration building petty cash fund, verifying accuracy of documents received for reimbursement, reconciling cash, maintaining a minimum balance. Provides support to school locations answering questions on reimbursement policies.
- W 1% Maintains nutrition departments daily sales tracking spreadsheet and reconciles to the bank statements.
- W/M 2% Collect builder payments for Capital Facility Fee Foundation (CFFF). Perform Accounts Payable functions for CFFF Invoices. Approves the CFFF monthly bank statement reconciliations. Prepare all journal entries for the CFFF and transfer banking funds as needed.
- M 4% Prepare and send wire transfers for certificate of participation (COP), leases, monthly payroll, and charter school payments. Monitor all leases and General Obligation (GO) Bonds ACH withdraws to ensure compliance with the district debt schedule.
- M 3% Prepare monthly investment reports to meet state transparency requirements.
- M 1% Create and maintain spreadsheet for property taxes and specific ownership taxes received from Adams, Weld, and Broomfield counties.

- A 10% Works with outside agencies including Colorado Department of Education, state and local governments to get the information required to prepare the statistical information section of the CAFR.
- A 2% Perform accounts payable duties during vacations and absences of the Accounts Payable Technician
- D 1% Perform other duties as assigned.

*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.*

**EDUCATION AND TRAINING** Associate’s degree or higher in Accounting or related field.

**EXPERIENCE:** 2 - 3 years of accounting, collections or treasury experience; governmental accounting experience preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Requires knowledge of accounting practices, accounts receivables, district operations and organization, microcomputers, accounting software, and AS/400. Ability to develop and maintain positive, collaborative working relationships with district staff is necessary. Expert competence with spreadsheet, accounting software and knowledge of personal computers is essential. Position requires an attention to detail and accuracy. Ability to multi-task, prioritize and work efficiently. Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels and clients/customers is needed. Strong Excel skills are required at the time of hire. General ledger software, such as CIMS, preferred at the time of hire. Must acquire use of AS400 Operating System within 30 days of hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. Acts as a resource for others throughout the district by interpreting, initiating, and compiling reports as requested for fees and collections and answering district deposit and Accounts Receivable questions.

**JUDGMENT AND DECISION MAKING:** Work is assigned by the CFO and Director of Accounting based on the content of the assignment in accordance with the job description and is self-directed. Decision making requires collaboration with CFO and Director of Accounting. Supervisor is involved only on major decisions.

**DIVERSITY OF DUTIES:** Trains nutrition services staff and school secretaries on correct accounting and bank procedures. Acts as a liaison to rectify bank problems. Manage the districts cash flow requirements. Create and maintain reports for CFO and Director of Accounting nutrition services and collections.

**SAFETY TO SELF AND OTHERS** No safety issues resulting in an injury.

*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 DEMANDS:** While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel and talk or hear; frequently required to reach with hands or arms; and occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills; frequently required to compare, coordinate, instruct, compute, synthesize, evaluate and compile; and occasionally required to copy and negotiate.