

Position: Accounts Receivable Assistant

Job Summary: The Accounts Receivable Assistant is responsible for managing all aspects of the district's accounts receivable processes. This position ensures the timely and accurate recording of financial transactions, monitors outstanding balances and communicates effectively with internal and external stakeholders to resolve discrepancies. The role plays a key part in maintaining the district's financial integrity by ensuring compliance with policies and regulations.

Qualifications/Minimum Requirements:

1. An associate's degree or higher in accounting, finance, or a related field is preferred.
2. Minimum of 2 years of experience in accounts receivable, bookkeeping, or financial operations.
3. Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
4. Strong attention to detail, organizational skills, and the ability to manage multiple tasks simultaneously.
5. Excellent communication skills, both verbal and written, for professional interactions with stakeholders.
6. Knowledge of generally accepted accounting principles (GAAP) and financial reporting.
7. Familiarity with public sector accounting or school district financial systems is a plus.
8. Ability to maintain confidentiality and handle sensitive financial information with discretion.

Reports to: CSBO

Responsibilities:

Accounts Receivable Management

- Process and record all incoming payments accurately and in a timely manner.
- Prepare and send invoices, statements, and payment reminders to district clients and stakeholders.
- Monitor and track outstanding balances, following up on overdue payments as needed.

Financial Recordkeeping

- Reconcile accounts receivable records with the general ledger to ensure accuracy.
- Generate monthly, quarterly, and annual financial reports related to accounts receivable.
- Maintain organized and up-to-date records of transactions, invoices, and receipts.

Communication and Coordination

- Collaborate with other departments to resolve billing or payment discrepancies.
- Respond promptly and professionally to inquiries from stakeholders regarding accounts

receivable matters.

- Serve as a point of contact for financial audits, providing documentation and support as required.

Compliance and Policy Adherence

- Ensure compliance with district policies, state and federal regulations, and accounting standards.
- Assist in implementing and improving accounts receivable procedures to enhance efficiency and accuracy.

Additional Duties

- Support the finance team with special projects and tasks as assigned.
- Provide backup for other financial operations as needed to ensure continuity of service.

Day-to-Day Duties:

- Transportation report
- National School Lunch requirements
- Impact Aid
- Monthly Balancing
- Monthly Treasurer's report
- Facilities Usage
- BAC fee management (with Director of Before/After care)
- Registration/extracurricular fee collection (with finance secretaries)
- Attendance - Homebound, ESL, Speech, OT, PT
- Civil Rights Report
- Free/Reduced Lunch Applications
- Retiree Insurance Payments Tracking
- Monitor and record cash flow between checking accounts and investments

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.