



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Accounts Receivable Technician I</b>	<b>#2491</b>
	<b>Business Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b>	
	<b>Range 34</b>	

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### **SUMMARY OF POSITION:**

Under direction of management personnel, perform a variety of clerical accounting duties in support of accounts receivable. Process incoming payments in compliance with policies and procedures. Verify discrepancies and resolve them timely. Maintain financial records in an organized manner for auditing purposes.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. One year experience in accounting.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Two years of bookkeeping/accounting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English grammar and usage skills; good record-keeping techniques and computer skills. Experience working in a school district or county office of education or office with accounting responsibilities.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:

- basic principles, practices, and procedures of accounting including accounts receivable
- modern office practices, procedures, and equipment
- applicable sections of State Education Code and other applicable laws
- record-keeping techniques
- assigned software

Ability to:

- maintain accounting and financial records
- perform mathematical calculations quickly and accurately
- understand and follow oral and written directions
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- compile and analyze financial and statistical information and data
- maintain records and prepare reports
- plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks
- establish and maintain cooperative and effective working relationships with others
- operate a variety of office equipment i.e., computers and calculators
- be flexible and receptive to change

Possess:

- good oral and written communication skills
- good interpersonal skills using tact, patience, and courtesy

**DISTINGUISHING CHARACTERISTICS:**

The Account Receivable Technician is an entry-level class to the accounting family and performs basic numeric and statistic work in addition to a full range of clerical support tasks. The Account Receivable Technician responsible for reviewing invoices for accuracy, processing of financial records or data as related to assigned duties.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Review invoices for timely preparation and accuracy.
2. Reconcile outstanding invoices and generate past due notices.
3. Review and maintain correspondence with collections.
4. Answer telephone calls; greet visitors; receive and relay messages; respond to requests for information and assistance as appropriate.
5. Perform clerical detail for assigned department.
6. Schedule appointments; type letters and notices; prepare materials and reports as needed.
7. Maintain auditable files.
8. Type correspondence.
9. Prepare notices and documentation as assigned
10. Maintain confidentiality.
11. Perform related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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