



Job Description
ACCOUNTS RECEIVABLE MANAGER
Classified

Purpose: The Accounts Receivable Manager manages and controls the cash receipt process by verifying, reconciling and ensuring cash policies are followed. To accomplish these tasks, the Accounts Receivable Manager must work closely with staff and administration of USD 231.

Preferred Qualifications:

- o Accounts receivable experience, Skyward software experience preferred
- o Understanding of basic accounting principals
- o Exemplary organization skills
- o Emphasis on customer service

Reports to: Executive Director of Business and Finance

Essential Functions:

- o Maintain precise records of all incoming payments
- o Monthly reconciliation of all district bank accounts
- o Generates invoice and collection processing for student and retiree fees
- o Maintains and updates vendor files (W9's)
- o Obtains information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date
- o Actively investigate and resolve irregularities in both incoming and outgoing payments
- o Work collaboratively with accounts payable and other finance staff to ensure accuracy in finances
- o Manage student and retiree fee collection through online payment platform
- o Responsible for student insurance coordination

Physical Requirements/Environmental Conditions:

- o Work in noisy and crowded environments
- o Work indoors/office environment majority of time
- o Good physical agility which requires the following:
 - Bending
 - Stooping
 - Turning
 - Kneeling
 - Prolonged sitting
 - Standing
 - Walking
 - Reaching
- o Able to lift up to 30 pounds occasionally to transfer records or items to, or within buildings
- o Operate office equipment including, but not limited to, computer, scanner and copy/fax machine
- o Work in multiple settings and travel to alternate locations upon request

Terms and Benefits:

- o At will employment
- o Non-exempt status
- o Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- o Rate of pay commiserate with education and experience
- o 260 work days
- o Evaluation per USD 231 Board of Education Policy
- o KPERs retirement plan

Revised: March 2023

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution