

Metropolitan School District of Pike Township

Job Description – Accounts Receivable Specialist

Position Summary:

The Accounts Receivable Specialist is responsible for accurately managing all district revenues, receivables, and related reporting functions. This role ensures timely processing of receipts, deposits, adjustments, and refunds, while maintaining compliance with state and federal requirements. The position also supports grant administration, payroll input for special stipends, and provides training and guidance to school-based staff to ensure strong financial controls.

Essential Duties and Responsibilities

- Process, record, and coordinate all bank deposits and receipts on a timely basis.
- Balance and reconcile all district revenues daily.
- Communicate with financial institutions and district departments regarding deposit corrections or discrepancies.
- Prepare and manage refunds, adjustments, and corresponding funds/schedules.
- Track, document, and report all adjustments to ensure transparency and accuracy.
- Assist with reconciliation of bank statements.
- Maintain and distribute the monthly Detailed Statement of Accounts.
- Assist with revenue-related portions of the budget development process.
- Prepare and maintain spreadsheets for financial tracking and analysis.
- Monitor Extra-Curricular Accounting (ECA) Treasurers and provide assistance with software, reporting, and bank reconciliation.
- Conduct annual accounts receivable and financial training for district secretaries and school-based staff.
- Prepare required monitoring reports (e.g., Loving Care, other district programs).
- Assist with the monitoring and reconciliation of specific grants and miscellaneous funds as assigned.
- Support grant administration, reporting, and data entry with special grant related projects.
- Ensure financial transactions adhere to State Board of Accounts (SBOA) guidelines and district policies.
- Update desk procedures and internal control documentation regularly.
- Participate in cross-training with Accounts Payable & Grant Administration staff to ensure redundancy and business continuity.
- Assist with additional projects and audits as assigned by the Chief Financial Officer & Assistant Chief Financial Officer.
- Provide additional financial analysis, reconciliations, and reporting as needed.

Qualifications & Skills

- Strong knowledge of accounting principles, particularly accounts receivable.
- Bachelor's Degree preferred but not required.
- Experience with public sector or school finance is a plus.
- Ability to manage multiple priorities with attention to accuracy and deadlines.
- Strong communication and customer service skills when working with school staff and external partners.
- Proficiency in financial software, spreadsheets, and Microsoft Office Suite.
- Ability to work independently, exercise discretion, and maintain confidentiality.