

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

ACCOUNTS RECEIVABLE SUPERVISOR

FLSA STATUS: EXEMPT – PAY GRADE: 17-C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accounts Receivable Supervisor is responsible for the management of invoicing and collection of all outstanding debts owed to the College by students, staff, retirees and outside customers for services and benefits rendered and/or fines assessed due to failure to comply with College policies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervise accounts receivable staff on invoicing and collection processes and procedures to include regular and deferred billing arrangements. Responsible to develop standard procedures for working with staff and collection agencies to collect student debt.

Direct and confirm regularly compliance of College policy and processes by campus business office staff. Review and recommend updates or changes to policies and/or processes as necessary.

Serve as the College representative authorized to access various state and local agency databases verifying student's eligibility for educational benefits and specialized billing of third party organizations.

Responsible to train college accounts receivable staff on deferment and billing processes for grants covering student's tuition to include actual training and the development of training documents for regular and new processes affecting accounts receivable.

Manage and analyze accounts receivable data, process reports and research accounts, reconciles, audits and balances receivable accounts; prepares journal vouchers and corrects reconciliation issues.

Develop and prepare monthly aged accounts receivable reports used for managerial analysis of collection activity and cash position of the College.

Prepares sales tax return and gathers information for audits.

SUPERVISION RECEIVED

Supervision is received from the designated supervisor.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree for an accredited institution supplemented by a minimum of two (2) years of supervisory experience.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 02/2017

Updated: 06/2020