



EMPLOYEE NAME: _____

Created: 9/04 Revised: 7/12; 10/12; 8/13; 6/18; 12/19; 1/20

JOB DESCRIPTION

POSITION TITLE: Cash Receipts Coordinator	JOB CODE: 466E
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORK DAYS: 238
REPORTS TO: Accounts Receivable Manager	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the deposits, recording and distribution of the District's cash receipts exceeding \$1.4 billion annually. Provides procedural support, technical support and customer service to Central Office Administrators and staff, Financial Services personnel, school bookkeepers, and public stakeholders regarding the District's cash receipts exceeding \$1.4 billion.	

REQUIREMENTS:

1.	Educational Level: Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the Bachelor's degree requirement
2.	Certification/License Required: None
3.	Experience: 5 years of accounting experience related to essential functions
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Communication and leadership skills and the ability to assume increasing responsibilities in a rapidly-changing environment; MS Office 365 proficiency (Excel, Word, etc.) required and ERP Systems preferably with Tyler MUNIS; experience integrating new technologies into day-to-day operations; strong organizational, team-building and people skills, advanced analytical and problem-solving skills and the ability to work independently.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares and manages the recording of cash receipts into ERP system for all revenues, including federal, state, and local governments; schools; and various other sources.
3.	Works with bank personnel and district staff on the use and functionality of financial institution's remote deposit software as part of the preparation of district deposits.
4.	Directs district end users on the collection and submission of revenue for the District, as well as, provides training of district users on accessing and viewing cash receipts in the District's Financial Management and Revenue Management modules.
5.	Monitors and assures district end users have access and related permissions to District's revenue accounts and reports as established by Accounts Receivable Manager, reports problems, and helps maintain the Accounts Receivable procedure manual.
6.	Maintains AR customer accounts within the revenue Management Module.
7.	Maintains and analyzes miscellaneous revenues from various sources such as cell towers, donation and fundraisers, and other taxes; maintains responsibility for collections of funds owed to the District due to returned checks for insufficient funds.
8.	Maintains Accounts Receivable Payments Report Procedure Manual, Central Office Receipting Procedures, and Check Remittance Procedures.
9.	Compiles and prepares various reports and for Chief Financial Officer, Director of Accounting, Assistant Director-Cash Management and the Accounts Receivable Manager, including distribution of the Comprehensive Annual Financial Report.
10.	Performs critical position duties of the Reconciliation Specialist and the Food Service Specialist when needed.

11.	Assists all Accounting Services personnel with maintenance, technology, and other service requests and supply needs, including ordering needs; and serves as primary departmental office contact for internal and external customers.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____