

JOB DESCRIPTION

Dept.: Financial Services

Working Title: Senior Accounts Receivable (537)

Date: October 2004

Job Class: 8

PRIMARY FUNCTION:

To coordinate and supervise the day to day operations of the accounts receivable services unit and to ensure all documentation submitted complies with established accounts receivable and accounting principles, practices and standards. To audit, process and produce invoices on a monthly basis to students and agencies. To review, audit and process cashier summaries and banking documentation.

JOB DUTIES AND TASKS:

1. Coordinate and supervise the accounts receivable unit of the finance department:
 - a. Provide direction, guidance and advice to Accounts Receivable staff including on-the-job training and orientation and assist in hiring and scheduling.
 - b. Provide direction and advice to Admissions staff regarding cashiering and accounts receivable functions.
 - c. Administer, monitor and evaluate workflow assignments.
 - d. Ensure the timely and efficient production of accounts receivable services.
 - e. Initiate, recommend, implement and maintain policies and procedures within established guidelines.
 - f. Assess University accounts receivable needs and make recommendations for improvement and enhancement of services.
2. Determine compliance of submitted documentation with established accounting practices and University policies:
 - a. Review and verify contracts, invoices, statements and T4A's for completeness and accuracy, including assigning accounting and detail codes as required, and calculating taxes.
 - b. Review and verify documentation for compliance with accounting principles and University policies and procedures.
 - c. Communicate with employees, students, clients, agencies and consultants, written or verbal.
3. Calculate, processes and prepare invoices:
 - a. Process invoices in Banner system, produce and distribute copies for mailing and filing.
 - b. Process overdue invoices and holds on student accounts.
 - c. Investigate overdue invoices and send to collection agency as required, determine student accounts write-offs.
 - d. Collect, verify and reconcile Ministry of Education Passports to Education and Youth Option Coupons.
4. Review and audit cashier summaries from all campuses:
 - a. Review and audit transactions for accuracy and completeness on Banner system, adjust and finalize.
 - b. Review, balance and finalize cashier summaries on a weekly and monthly basis.
 - c. Reconcile daily cash sessions balance to bank statements.
5. Review and process banking transactions:
 - a. Process student bank payments daily, review and correct banking errors before posting into Banner system.
 - b. Prepare and make bank deposits as required.
 - c. Download electronic banking files and verify payments, coordinating with software consultant to resolve problems.
 - d. Verify and reconcile Visa/MasterCard payments via Paradata (E-Commerce) to Banner.

JOB DUTIES AND TASKS: (con't):

6. Other related duties:
 - a. Maintain and update procedural manuals and forms.
 - b. Respond to queries from University management and supervisors on receivable information, processes and issues.
 - c. Provide instruction to new employees on accounts receivable functions.
 - d. Calculate, initiate and process student and staff adjustments, exemptions, allowances and refunds.

SUPERVISION RECEIVED:

Reports to Accounts Receivable Supervisor.

SUPERVISION/DIRECTION EXERCISED:

Directs and reviews the work of the Accounts Receivable staff and Cashiers.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and secure accounts receivable files and documentation; maintain security of financial and confidential documentation.

FINANCIAL RESOURCES:

Check accuracy and completeness of accounts receivable documents and transactions.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Good working knowledge of English, both written and verbal.
2. Completion of the first year of an accounting/business program at an accredited post-secondary institute and three years related experience or equivalent combination of education and experience.
3. Demonstrated ability to supervise/direct other employees and to have a work unit fulfill their responsibilities.
4. Demonstrated working knowledge of mainframe computer accounting systems. Considerable knowledge of the Banner Accounts Receivable system.
5. Demonstrated ability to work with minimum of supervision, establishing priorities and meeting deadlines.
6. Demonstrated knowledge of the use of common PC applications software such as spreadsheets, database and word processing.
7. Proven ability to communicate courteously and effectively in person, in writing and over the telephone with a diverse range of people.
8. Proven ability to recognize, analyze and resolve problems.
9. Ability to establish and maintain effective, positive and courteous working relationships with, and provide customer service to , co-workers, administration, faculty and staff employees, students, external agencies and members of the general public.
10. Demonstrated ability to compose routine and non-routine correspondence and reports.