

# Job Description

Position Title: Analyst 2, Accounts Receivable Services

Job Group: Financial Services

Job Level Group: Professional Intermediate

FLSA Status: Exempt

## Position Summary:

The Analyst 2, Accounts Receivable Services performs a wide range of detailed, complex accounting functions. Monitors and maintains a variety of accounts receivable and College funds. Aligns and tracks revenues and payments across multiple systems. Reconciles and tracks student accounts and other revenue. Verifies information and processes applicable documents. Researches and interprets fiscal standards and regulations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and reviews financial transactions and documents for accuracy, availability of funds, and for compliance with Federal, State, and College policies.
2. Analyzes complex accounting and financial systems data, researches and interprets information, identifies issues and discrepancies, and formulates recommendations and reports based on findings.
3. Identifies, recommends, and implements process improvements based on industry best practices.
4. Oversees all aspects of the student account refund process, including assessment of individual accounts for appropriateness and adjustment, refund issuance, returns, and escheating. Verifies adherence to related College, State, and Federal regulations and policies.
5. Manages the analysis and reconciliation of accounts receivable related revenues and expenditures including tuition and fee monitoring, bookstore charges, financial aid, and contract payments. Processes and tracks student, third party, and miscellaneous billing instances in multiple systems.
6. Develops written procedures on established accounts receivable processes.
7. Utilizes technology to create complex sheets for compiling, organizing, and reporting information. Monitors and analyzes incoming billing and refunding information. Identifies issues and discrepancies. Formulates solutions based on findings.
8. Performs complex analysis of student account activity, making appropriate financial accounting adjustments to student and accounting ledgers.
9. Develops solutions to high level accounts receivable services issues, assisting management in providing exceptional customer service responses to students and other constituents. Represents the department at meetings.
10. Coordinates task workloads to ensure all work is completed within appropriate timelines and compliance guidelines in adherence with departmental goals.

11. Performs special projects; prepares and delivers oral and written reports.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.

- One (1) to Three (3) years of related experience in accounting or finance required.
  - Three (3) to Five (5) years of related experience in accounting or finance preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours