



COUNTY OF NYE

CLASS TITLE: ACCOUNTS RECEIVABLE CLERK III

BASIC FUNCTION:

Under general direction performs a variety of routine to moderately difficult fiscal, financial, payroll, and accounting office support to various local agency offices in either a centralized financial or departmental setting; may perform general office support duties including typing, word processing and filing. This is the top level within the Accounts Receivable Clerk Series. Incumbent is fully competent to perform a variety of responsible fiscal, accounting, receivable management, and financial record keeping support duties including all of the duties of the Accounts Receivable Clerks.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Performs all functions of the Accounts Receivable Clerks.
2. Assists in the development and execution of department objectives.
3. Provides on-going training of staff in the proper technique of billing, coding, collecting, reconciling, and reporting of revenues.
4. Conducts training as needed or directed, to all system users. Assist in the troubleshooting of system problems and communicate to system users resulting solutions.
5. Review, enter, reconciles and maintain records for all receivable accounts, and all receivables to include source data as well as manual and computer-produced reports.
6. Responds to request for information.
7. Assists with the annual and periodic external and internal audits as directed.
8. As directed, oversees and maintains system security and functionality in the financial system.
9. Review and post revenue transactions, working with staff to troubleshoot errors during monthly reconciliation.
10. Assists with special projects as needed.
11. Ensure compliance with all State and Federal requirements.
12. Enforce processing procedures for delinquent accounts and coordinate collection activities.

Knowledge of:

Intermediate knowledge of accounts receivables and account receivable best practices, including A/R management, regulation and policy. Business arithmetic; Correct oral and written communication skills, including spelling, grammar and punctuation; Techniques for dealing with the public, in person and over the telephone; Policies and procedures of the department to which assigned; Moderate computer literacy and comfort level with varying financial systems ;Use of specified computer applications involving word processing, data entry and/or standard report generation; ; Basic practices of reviewing financial documents for completeness and accuracy; Standard office practices and procedures, including filing and the operation of standard office equipment; Record keeping principles and practices; intermediate skill level in use of Microsoft office programs.

Ability to:

Making accurate arithmetic calculations; Reviewing financial documents for completeness and accuracy; Understanding and following oral and written directions; Establishing and maintaining effective working relationships with those contacted in the course of the work; Communicate clearly verbally or in written form; Reviewing, posting, balancing and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Operating standard office equipment; Working without close supervision in standard work situations; Organizing own work, setting priorities and meeting critical deadlines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; Dealing successfully with the public, in person and over the telephone.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or equivalent to a G.E.D. or high school proficiency exam AND two (2) years of general clerical experience and at least two (2) years of accounts receivable experience OR accounting assistant experience directly related to public sector.

LICENSES:

Valid Nevada Driver's License
Annual Medicare Certification

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provide lead direction to Account Receivable Clerks.

CONTACTS:

Department head, accounting system users, department managers, elected officials, employees, software customer support, vendors, and general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment including use of standard office equipment, vision to read printed materials; hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon passing a drug screen.*
3. *Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov*
4. *Nye County is an Equal Opportunity Employer.*

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed