

# Job Description

Position Title: Director of Accounts Receivable

Services

Job Group: Financial Services

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

Directs the administrative operations and services of the College's enterprise system for accounts receivable. Oversees fiscal management, planning, billing, collection of payments, and student refunds. Coordinates personnel, strategic planning, and student financial services between the campuses, district office, and customer functions. Represents all campuses in regard to accounts receivable and student accounts.

## 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. Directs enterprise financial system, policies, and processes.
2. Manages accounts receivable, billing systems, and technology processes to ensure the accuracy and efficiency of services.
3. Develops and delivers complex and comprehensive financial analysis and reporting to stakeholders including administrators, the Board of Governors, and internal and external auditors.
4. Leads the development, implementation, and oversight of College policies, procedures, and processes related to the delivery of accounts receivable and billing services.
5. Hires, assigns, and evaluates staff. Oversees professional development activities. Ensures personnel maintain required certifications, qualifications, and current knowledge in the field.
6. 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. Knowledge and application of organizational and time management principles
5. Knowledge of project management principles
6. Skill in analyzing data and drawing conclusions

7. Skill in effective communication (both written and oral)
8. Skill in problem solving
9. Skill in budget/resource management
10. Skill in coordinating and monitoring the work of others
11. Skill in independent decision making
12. Skill in people leadership and supervision
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to apply effective and accurate data entry and typing skills
15. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **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.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## 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.
  - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience in accounting or finance required.
  - More than eight (8) years of related experience in accounting or finance preferred.
  - Three (3+) years of supervisory experience required
  - Certified Public Accountant (CPA)
- 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
- Works some evenings and weekends