

Accounts Receivable Specialist

Senior – Principal
Annual Salary \$29,000.00

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept., 100 Municipal Blvd. Edison NJ 08817 on or before January 17, 2019.

Under direction, performs varied responsible cashiering and related clerical assignments which require working knowledge of department/division rules, regulations and policies and some application of judgment in using well established practices and procedures; operates various types of equipment such as cash registers, calculators, bookkeeping machines, terminals, and other types of office machines; assists in reviewing cashiering procedures; receives and forward complaints to supervisor's attention; issue receipts, post, and/or maintain accounts; adds/subtracts totals manually; does other related duties and typing as required.

Note: The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Answers telephone and takes messages accurately.

Answers questions of customers resolving complaints and inquiries that require searching of records or knowledge of regulations and policies.

Compares remittances to billing documents to determine appropriate payment categories and to prepare input forms.

Collects data from financial records, recorded tapes, and so forth.

Composes answers to routine letters and prepares other letters in accordance with office routines and regulations.

Compiles and tabulates numerical data.

Copies, assembles and staples materials for distribution.

Does typing and data entry accurately and rapidly either on a typewriter, calculator or computer.

Discusses problems with disgruntled or unruly customers, verifies records, checks information, and explains regulations and policy to satisfy customer requests.

Examines, corrects, or balances listings of cash receipts.

Examines cash and cash processing documents for validity, negotiability, and completeness.

Follows up on delinquent accounts by providing, as needed, list of late accounts, number of months delinquent, and so forth, to provide information when requested.

Follows established guidelines and computes interest of bills which are delinquent.

Fills in and checks form letters, circulars and forms as directed.

Gives routine information, according to department regulations, in person and over the telephone.

Keeps tickler files up-to-date.

Looks up needed information.

Maintains established records and files where selection and classification of data does not require difficult decisions and where procedures are routine.

May operate one or more office machines in maintaining accounts and in billing and posting items such as bookkeeping machine, terminal, cash register, and so forth, to complete assigned tasks.

Maintains, classifies, indexes, and cross references records and files.

Maintains mailing lists and essential records and files.

Operates office machines and equipment, including typewriters, computers, copy, numbering, time, stamping and dating machines and other machines as required.

Organizes assigned clerical, typing and other related work and develops effective work methods.

Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.

Posts items to accounts manually or uses bookkeeping machine, terminal, and so forth.

Records varied types of data accurately.

Sorts, indexes and files checks, cash stubs, vouchers, requisitions, letters, forms and other documents or materials, numerically, alphabetically, or according to other predetermined classification.

Totals and balances tax receipts and documents by various types of return and tax class.

Through the mail, over a counter or from other departments, receives payments for taxes, sewer services, licenses, fines, fees, rents and/or other established revenues.

Totals cash/checks/money orders received and verifies amount with either register tape, receipts, terminal, and so forth to ensure correct amount received.

Totals cash/checks/money orders for bank deposit.

Types documents from varied forms of copy.

Utilizes various types of electronic and/or manual recording and information systems used by the office or related units.

Requirements:

Experience in handling money and experience in basic keyboarding either on the typewriter or computer.

For Senior Account Receivable Specialist promotion, one (1) year as Account Receivable Specialist. Upon verification of requirements, promotion will take effect the following July 1.

For Principal Account Receivable Specialist promotion, one (1) year as a Senior Account Receivable Specialist. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of office methods, practices, routines, machines, equipment and of the internal organization after a period of training.

Knowledge of modern office methods, practices, and equipment used for cash processing.

Knowledge of the methods in the receiving and disbursing of money.

Knowledge of balancing daily or periodic listings, cash register tapes, computer print outs, cash ledger, and so forth.

Knowledge of arithmetic computation such as discount and interest, and adding, subtracting, multiplying, and dividing all units of measure.

Ability to comprehend established office routines, rules, and regulations.

Ability to organize assigned work and develop effective work methods.

Ability to perform arithmetic computations such as addition, subtraction, multiplication, division, compute interest, percentage, and so forth.

Ability to orally express oneself clearly and concisely imparting information, answering questions, explaining tasks, and/or directives in a manner appropriate for listeners.

Ability to deal courteously with the general public, as well as disgruntled or annoyed customers.

Ability to maintain essential records and files.

Ability to count and record numerical data.

Ability to establish and maintain good working relationships with coworkers.

Ability to work independently without immediate supervision.

Ability to comprehend established office routines and regulations and apply them to specific cases in accord with established procedures.

Ability to organize assigned clerical, typing and supervisory work and develop effective work methods.

Ability to type accurately and rapidly.

Ability to work cooperatively with associates and supervisors and with that portion of the public interested in or concerned with the work of the office.

Ability to use and properly care for office machines and equipment.

Ability to prepare clear, concise and appropriate business documents in accord with office regulations, policies and procedures.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to understand, remember and carry out oral and written directions.

Ability to learn quickly from oral and written instructions and from demonstrations.

Ability to sort, index, file and pull varied types of materials using an established filing system.

Ability to use varied common office machines in temporary assignments, where skill and speed are not a primary requirement and special training might be necessary.

Ability to use correct English and to spell correctly.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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