

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Revenue/Accounts Receivable Specialist

**BASIC FUNCTION:** Under the supervision of the Controller, performs financial recordkeeping, reporting, and monitoring related to the revenue and accounts receivable for the Riverside, Norco, and Moreno Valley Colleges and the District; assists in the development and maintenance of internal control procedures related to revenue and accounts receivable; monitors cash and performs transactions with the Department of Education; distributes payroll and participates in the year-end closing process.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Maintains accurate, detailed and current records of the revenue for the three colleges and the District.
2. Prepares and maintains records of deposit to the County Treasurer from clearing accounts and other sources.
3. Performs data entry to various revenue and expenditure accounts in the Galaxy Accounts Receivable and Financial System.
4. Prepares revenue and abatement checks received to be deposited with the Cashiers' office.
5. Reconciles daily cash receipts, verifies deposits to our local bank, and initiates transfers to the County Treasurer.
6. Monitors the cash balances in the County Treasurer including preparation and distribution of the Daily Cash Projection.
7. Enters drawdowns and repayment transactions through the Department of Education G5 website.
8. Monitors revenue including pool interest, state apportionment, and the redevelopment pass-through fund compiling data, performing general ledger transactions, and preparing financial spreadsheets.
9. Reconciles prior year accruals throughout the year, performing financial transfers as needed.
10. Monitors and maintains accounts receivable records from billing invoices and performs follow-up.
11. Monitors activity in the Clearing Accounts and performs internet bank transfers as needed.
12. Identifies and performs the necessary financial transfers to correct fund/resource posting errors.
13. Assists in providing control of revenue to protect against omission whether through fraud or error.
14. Coordinates and distributes payroll and accounts payable early releases as well as processing salary abatement payments.
15. Participates in the year-end closing process including establishing accruals and creating accrual documents.
16. Provides assistance in audits as directed.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent. College courses in bookkeeping or accounting. An Associate's degree from an accredited institution is preferred.

**EXPERIENCE:** At least three years of experience in financial recordkeeping is required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Methods, practices, and terminology used in accounts payable, accounting, and contract analysis; office practices; computer software applications, including Excel and Word; the operation of business equipment, including computers, copiers, and calculators. Laws governing construction project payments, preliminary notices and stock notices. Modules of the Galaxy software system and the District's purchasing, accounting and budgeting policies and procedures.

**ABILITY TO:** Operate ten key calculator and personal computer; keyboard at a speed of not less than 40 net words per minute; make mathematical calculations with speed and accuracy; maintain effective working relationships with other staff members, county and state agencies, and with the general public; communicate effectively and analyze situations accurately; meet schedules and timelines; work independently; exercise good judgment, initiative, and analytical skills.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental personnel, other districts, and agencies.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.