



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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|             |   |               |           |
|-------------|---|---------------|-----------|
| JD #:       | <b>JD00177</b>                            | Pay Grade:    | <b>5</b>  |
| JD Title:   | <b>Cash and Accounts Receivable Clerk</b> | JD FTE Hours: | <b>35</b> |
| Job Family: | <b>Accounting</b>                         |               |           |

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## General Description

Responsible for processing, recording, reconciling, balancing a variety of cash and accounts receivable transactions, and securing large sums of money within the office. Requires knowledge and understanding of applicable University policies and procedures.

## Representative Duties & Responsibilities

- Analyze and reconcile various accounts by identifying and analyzing errors in postings and transaction omissions.
- Receive, identify, and resolve a variety of internal and external customer inquiries concerning account status.
- Monitor and reconcile customer accounts and collect outstanding debts owed.
- Write correspondence to customers and other departments regarding overdue accounts.
- Verify deposits and prepare documents for posting in accordance with standard procedures.
- Prepare and balance daily cash floats.
- Control access to department safes, and maintain the security of cash and other assets.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Enter data and generate reports using existing accounting software systems.
- Create spreadsheets to enter, track, and retrieve a variety of data.
- Respond independently to inquiries that are specific in nature and require knowledge of established departmental policies and procedures.
- Initiate communications to customers and staff to resolve customer account discrepancies.
- Liaise with customers regarding all aspects of accounts.
- Assist with internal and external audits by compiling information and responding to auditor inquiries.
- Update and maintain information in a variety of databases and spreadsheets.
- Set up and maintain filing systems, both electronic and hard copy.
- Maintain confidentiality of employee, customer and payroll information.
- Complete electronic forms to submit employee payroll information.
- Participate in the annual counting of physical inventory.
- Carry boxes of coins within the office as required.
- Prepare outgoing mail and faxes.
- Order supplies and inventory.

## Supervision

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

## Qualifications

- 2 year Community College diploma in Accounting or related field.
- Requires 2 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and compose correspondence.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Prolonged periods of repetitive keyboarding when inputting financial data into databases and spreadsheets.
  - Carrying boxes of coins within the office as required.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Attending to routine demands for information, word processing routine documents, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Analyzing and reconciling various accounts by identifying and analyzing errors in postings and transaction omissions.
  - Receiving, identifying, and resolving a variety of internal and external customer inquiries concerning account status.
  - Verifying deposits and preparing documents for posting in accordance with standard procedures.
  - Responding independently to inquiries that are specific in nature and require knowledge of established departmental policies and procedures.
  - Initiating communications to customers and staff to resolve customer account discrepancies.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### Health & Safety:

- Prolonged periods of keyboarding to enter data in databases and spreadsheets.
- Occasionally required to stand on a ladder to count inventory.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

|             |   |               |            |
|-------------|---|---------------|------------|
| JD #:       | <b>JD00177</b>                            | Pay Grade:    | <b>5</b>   |
| JD Title:   | <b>Cash and Accounts Receivable Clerk</b> | Total Points: | <b>393</b> |
| Job Family: | <b>Accounting</b>                         |               |            |

| Factor                    | Subfactor  | Level Rating | Points |
|---------------------------|--|--------------|--------|
| <b>Skill</b>              | 1. Applied Reasoning and Analytical Skills   | <b>3.5</b>   | 71     |
|                           | 2. Breadth of Knowledge  | <b>1.0</b>   | 5      |
|                           | 3. Adaptation to Change/Updating of Learning                                       | <b>2.0</b>   | 12     |
|                           | 4. Interpersonal Skill   | <b>2.0</b>   | 23     |
|                           | 5. Education and Experience  | <b>D2</b>    | 56     |
|                           | 6. Dexterity and Coordination  | <b>3.0</b>   | 21     |
| <b>Effort</b>             | 7. Physical Effort   | <b>3.0</b>   | 18     |
|                           | 8. Mental Effort   | <b>3.0</b>   | 55     |
| <b>Responsibility</b>     | 9. Planning and Coordination   | <b>2.0</b>   | 28     |
|                           | 10. Responsibility for Others  | <b>1.0</b>   | 10     |
|                           | 11. Accountability for Decisions Actions Affecting People, Assets, and Information | <b>2.5</b>   | 53     |
| <b>Working Conditions</b> | 12. Physical Environment   | <b>1.0</b>   | 3      |
|                           | 13. Psychological Environment  | <b>2.0</b>   | 10     |
|                           | 14. Health and Safety  | <b>3.0</b>   | 28     |