

# FRANKLIN COUNTY

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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**Employee Name:** \_\_\_\_\_ **Position Title:** Accounts Receivable Analyst

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**Dept. /Div.:** Treasurer's Office (Accounts Receivable) **Employment Status:** Full-time

**Reports to:** Supervisor of Accounts Receivable **FLSA Status:** Non-Exempt

**Normal Hours:** Monday-Friday  
8:00 a.m.-5:00 p.m.

**Civil Service Status:** Classified

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### GENERAL DESCRIPTION:

This position is responsible for processing of all payments coming into the county treasury from taxpayers and representatives of various county agencies. Payments to the treasury are made in a variety of methods. The payment processing responsibilities of this position will rotate to include; cashiering window, Unisys SmartSource, mail, electronic files, credit card payments, e-check, and the maintenance of escrow account and direct debit management. Demonstrates regular and predictable attendance.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 40% (1) Process daily payments; walk in payments from taxpayers accepting cash or checks; pay-ins from county agencies using various forms of tender (cash, checks, ACH, book transfer, wires); mail, electronic files, credit card payments, E-checks, intra county, lockbox returns, Unisys SmartSource check processing, Unisys SmartSource imaging.
- 30% (2) Maintenance of escrow account; converts delinquent prepay accounts to current prepay accounts; processes escrow refund requests; sets up direct debit accounts; sets up monthly prepay accounts. Creates/sends monthly prepay debit file to the bank.
- 10% (3) Interacts with and responds to tax payers and the general public in a timely, professional manner both in person, by phone and/or email; researches payments; submits request for money transfers and payment adjustments.
- 5% (4) Processes daily mail for the office, mails requested forms to taxpayers; creates 23-A letters.
- 5% (5) Performs and/or verifies cash drawer counts; prepares and/or verifies cash deposits; verifies and balances End of Day reports.
- 5% (6) May serve as back-up to other positions throughout the payment processing division as necessary.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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### OTHER DUTIES AND RESPONSIBILITIES:

- (8) Occasional need to work outside of normal hours to ensure the proper balancing of daily work.
- 5% (9) Performs other job related duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

**Knowledge Of:** Up to date computer applications, including but not limited to Microsoft Office; Unisys SmartSource; FCTS; RMS; QAS; Aperta; Intellivue; DIF; accounting; bookkeeping; budgeting; auditing; filing policies and procedures; government structure and process; geographic layout of jurisdiction;\* department goals and objectives;\* department policies and procedures;\* public relations; office practices and procedures.

**Skill In:** Modern office equipment operation; operation of a motor vehicle; time management; tactfully handle irate clients and all parties interacting with the office.

**Ability To:** Interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships.

### TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma/GED); Notary Public License; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer and applicable applications, and other modern office equipment.

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**Position Title:**

Accounts Receivable Analyst

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

\_\_\_\_\_  
(Signature of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)