City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounts Receivable Coordinator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ARCO</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AC03</td>
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<tr>
<td>Date Revised:</td>
<td>02/07/2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing accounts receivable support for all City departments.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains accounting ledgers, journals, and registers of City receipts.
- Maintains control over the City’s general and subsidiary ledgers and financial systems for accounts receivable, cash receipts and special assessments. Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices.
- Researches data and prepares reports.
- Reviews financial documents for compliance with state and local laws and City Council authorization.
- Assists auditors with annual review of financial documents.
- Prepares and maintains special assessments.
- Responsible for payroll and related transfers.
- Responsible for city-wide sales tax reporting.
- Prepares financial trends, analyses of revenue, and other information necessary for sound financial management.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.

**Qualifications:**

**Education and/or Experience:**

Associate’s degree in accounting or related field and four years’ experience; or equivalent combination of education and experience.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.