

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Accounts Receivable Specialist
Job Code: 8215
Pay Grade: 38
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

The incumbent is responsible for processing billing statements for court assessments, including fees, fines, and restitution. The incumbent telephonically communicates with clients to negotiate payment arrangements and follows up on past due accounts.

ESSENTIAL FUNCTIONS:

- Monitors current and past due accounts for all assessments owed to the court.
- Interacts with debtors by telephone, in writing and/or in person to establish amounts owed, the ability of persons to pay, and collect or establish payment plans.
- Negotiates, when necessary, payment arrangements with debtors.
- Processes entries in the state debt set-off program and reconcile to the Agave financial system.
- Refers delinquent accounts for collection to external collection agency, including turning over accounts and reconciling account balances to the Agave financial system.
- Liaison with the clerk of the court's accounting unit and the court assessment unit regarding payments received and charges assessed.
- Identifies and investigates pertinent information such as address, phone number(s), tax identification number and employer to facilitate collections.
- Researches court case management system when necessary to verify court orders and financially responsible party.
- Prepares and maintain accounting records and documentation.
- Follows up on returned mail
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of basic accounting practices, general collection methods, office practices, procedures and equipment.
- Must have knowledge of Microsoft Office software, such as Word, Outlook, Excel and Windows based automated information systems.
- Must have knowledge of business English, spelling, grammar, punctuation, and the composition of memorandums or email correspondence.
- Must have skills to organize and prioritize multiple tasks and activities and to establish and maintain effective client and work relationships.

- Must have the ability to solve problems, and make arithmetical calculations.
- Must have the ability to communicate effectively with individuals of diverse backgrounds, coworkers, and the public.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent G.E.D. certificate, completion of coursework in accounting or bookkeeping, and three years of work experience in a financially related position such as accounts receivables, collections or accounting. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Deputy Director, Finance. The incumbent performs duties under general supervision and has no supervisory responsibility.

Date:

Revised: 11/22/04, 07/01/05, 10/26/07, 04/17/09; 11/03/13; 02/06/14

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date