

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Class Title:** Accounts Receivable Specialist, Lead  
**Class Code:** 8217  
**Pay Grade:** 42  
**FLSA Status:** Non-Exempt



### **PURPOSE OF CLASSIFICATION:**

As a lead employee, the incumbent will assist the workflow of activities in the accounts receivable unit. The incumbent is responsible for processing billing statements for court assessments, including fees, fines, and restitution. This position is distinguished from the accounts receivable specialists by the ability to research and problem-solve issues where circumstances are exceptions to the normal processes, and is able to implement decision-making within authority and in-line with accounting standards.

### **ESSENTIAL FUNCTIONS:**

- Oversees the daily flow of work in the accounts receivable unit and responds to work issues, not needing to be elevated to the Deputy Director, Finance.
- Observes and supports the work performed by the accounts receivable specialists.
- Assists with work assignments and the distribution of workloads.
- Provides assistance to unit staff in regards to work quality and delivery, meeting deadlines, addressing ad-hoc issues as they arise and training opportunities.
- Prepares reports as required on work activity.
- Assists the deputy director in developing work processes and procedures for the unit.
- Provides information on employee performance to the deputy director for employee appraisals.
- Monitors current and past due accounts for all assessments owed to the court.
- Interacts with debtors by telephone, in writing and/or in person on the status of their accounts.
- Negotiates, when necessary, payment arrangements with debtors.
- Processes entries in the state debt set-off program and reconcile to the Agave financial system.
- Refer delinquent accounts for collection to external collection agency, including turning over accounts and reconciling account balances to the Agave financial system.
- Communicates with the clerk of the court and the court assessment units, regarding payments received and charges assessed.
- Identifies and investigates pertinent information such as address, phone numbers, tax identification numbers and employers to facilitate collections.
- Research court case management systems when necessary to verify court orders and financially responsible party.
- Prepares and maintains accounting records and documentation.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assists in the training of new accounts receivable specialists on the JOLTSAZ and Agave automated systems.
- From the direction of the deputy director, schedules monthly/annual destruction of records in accordance with record retention guidelines.
- Periodically, may act as departmental representative on committees or working groups.
- Performs other 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 the court's organization and structure, operations, rules and procedures
- 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 collections problems, make arithmetical calculations and write reports of a confidential nature and present information effectively.
- Must have the ability to communicate effectively with individuals of diverse backgrounds, coworkers, and the public.

**Preference:**

- Strong familiarity with legal terminology and legal forms.
- The ability to speak Spanish fluently on a professional level.

**MINIMUM REQUIREMENTS:**

An Associate's Degree in accounting from an accredited college or university or 64 earned credit hours in accounting or bookkeeping, and three years work experience in accounts receivable, collections, and/or bookkeeping. OR, a High School diploma or equivalent GED and five years of progressively responsible paraprofessional work experience, with a minimum of one year of experience in either accounts receivables or collections.

**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. This position performs duties under general supervision and has lead responsibilities for the work performed in the accounts receivable unit.

Date: 11/22/04

Revised: 06-15-07; 02/06/14

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Director, Human Resources Date \_\_\_\_\_