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- Confer regularly with supervisor of other business offices, staff, and representatives of coordination and evaluation systems, discuss processes and changes for monitoring, and resolve problems and procedures with various departments of agencies on various personal and professional issues

### SUPERVISION RECEIVED

General supervision received from the Controller

### SUPERVISION EXERCISED

Functional supervision of one employee

### MINIMUM QUALIFICATIONS

Associate or bachelors degree in accounting or other appropriate discipline with two or more years of relevant experience or completion of education and experience from which complete knowledge and skills are required

- Broad base of knowledge and skills related to accounting, order entry, computerized record systems, financial systems, technology, and applications
- Relevant technical knowledge of accounting and bookkeeping principles and methods, procedures and experience desired
- Good judgment and supervisory skills, previous supervisory experience desired
- Ability to effectively work with and supervise other College personnel and organizations

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

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