

Seward County Community College
Structured Compensation - Job Description
Accounts Receivable Manager

Data Year: 2017

Prepared On: 11/14/2017

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| Department: | Finance And Operations | Grade: | 8 |
| Reports To: | VP of Finance and Operations | Classification: | Non-Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 0 |
| Approved By: | T. Williams | Effective Date: | 01/01/2010 |
| | | Revised Date: | 03/17/2017 |

Role:

Essential Functions & Responsibilities:

Essential Functions & Responsibilities are not assigned.

Performance Measurements:

Performance Measurements are not assigned.

Knowledge and Skills:

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|-----------------------|--|
| Experience | Six months to two years of similar or related experience. |
| Education | (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program. |
| Interpersonal Skills | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information. |
| Other Skills | |
| Physical Requirements | |
| Work Environment | |

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature