

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Accounts Receivable /  
Homestead Exclusion Associate

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Financial Manager

**LOCATION:** Administration Building

### **POSITION GOAL:**

Provide accounting and clerical services to operate the district accounts receivable functions, record all revenues and taxes collected.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Record all additions and deletions to current real estate tax duplicates in accordance with notices from the County Board of Assessments, and records adjustments of delinquent taxes for prior years.
2. Record tax collector payments and prepare tax collector's work for reconciliation.
3. Assist district taxpayers with property tax information.
4. Review Homestead Exemption list and process paperwork for determining duplicate Homestead approvals and notify counties for removal.
5. Process daily adjusting journal entries as requested and approved.
6. Process daily revenue and cash receipts and prepare the daily bank deposits for all district accounts.
7. Process all data entry for receipts.
8. Reconcile all of the district's monthly financial statements.
9. Prepare all district wide invoicing and maintain an accounts receivable ledger.
10. Assist with preparation of Annual Financial Report.
11. Prepare ledgers for building fund accounts.
12. Prepares all annual audit confirmations and assist in gathering audit work papers.
13. Responsible for all activity in Awards fund.
14. Processes all transfer of funds in all district bank account as requested and approved.
15. Processes wire transfers and requests for reimbursement on school construction projects and bond issue payments.
16. Responsible for record keeping and annual reporting of unclaimed property.
17. Prepares all sales tax filings as applicable.
18. Responsible for processing, billing, and tracking all district wide facility rentals.
19. Serves as liaison for all procurement (p-card) matters.
20. Maintain a procedures manual for this position, reviewing annually and submit any revisions to supervisor at time of evaluation.
21. Regular attendance is an essential function of this position.
22. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

### **QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, strong accounting skills, general business training and related experience preferred.
2. General knowledge of tax collection and accounting procedures preferred.

3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Proficient computer skills, including word processing, spreadsheets, database, Internet navigation and email.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. The person, while performing in this position, will be required to:
  - a. Use hands to finger, handle, or feel objects, tools or controls and talk or hear;
  - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
  - c. Have specific vision abilities to include close vision and the ability to adjust focus;
  - d. Subject to inside office environmental conditions with moderate noise level;
  - e. Have the ability to lift and/or move up to 25 pounds; and
  - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

**TERMS OF EMPLOYMENT:**

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

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opportunity employment, educational and service organization.