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- Receives, screens, and processes member entries. Those entries are posted to member adjustments and credits. (E, 10%)
7. Verifies accuracy of all transactions applied to account ledger. (E, 10%)
 8. Assist in streamlining the accounts receivable process by improvement (E 5%)
 9. Assists in month-end close processes which includes preparation related to accounts receivable. (E, 10%)
 10. Provide reporting and analysis to departments and management.
 11. Assist with financial and governmental audits, including preparation in a professional manner. (E 5%)
 12. Performs other duties as assigned. (E 5%)
 - 13. Demonstrates competence to perform assigned responsibilities in a manner that meets the age-specific needs of diverse customers encountered. (E)**
 - 14. Appropriately adapts work and customer assistance methods to meet the needs of diverse customers. (E)**

