

Career Major:

# Accounts Receivable Clerk



Pathway:

Business Financial Management & Accounting

Cluster:

Business, Management & Administration

## Career description:

Verifies and posts accounts receivable transactions to journals, ledgers, and other records. Follows established procedures for processing receipts, cash, etc. Sorts and files documents after posting. May prepare bank deposits. May operate a personal computer. Requires understanding of bookkeeping procedures. Accounts Receivable Clerks are responsible for all accounts receivable related administrative functions, including contacting delinquent customers via phone to secure payment, assisting with printing and mailing of statements, reviewing account histories with customers, and posting payments, credit memos and adjustments. Daily duties may include heavy phone activity and computer use, as well as filing and faxing of customer invoices and information and meeting monthly accounts receivable goals. Daily accuracy of work is necessary for inventory control and accountability.

## Courses:

- Business, Marketing and Information Technology Core
- Fundamentals of Administrative Technologies
- Fundamentals of Administrative Technologies II
- Accounting I
- Accounting II
- Computerized Accounting
- Business, Management & Administration Capstone

## Additional Career Majors In This Pathway:

- Accounts Payable Clerk
- Administrative Assistant
- Billing Clerk

## AVERAGE SALARY

**\$25,680/year**

### Program Length:

840 hours

### Who Can Attend:

High school students or adults

### Schedules Available:

Morning class: 8:10-11:00 am

Afternoon class: 12:40-3:30 pm

### FULL-TIME STUDENTS:

Attend both sessions.

## Entrance Requirements:

If you are a high school student, please contact your high school counselor about enrollment. Prospective adult students should contact a Meridian career counselor for enrollment information.

## Tuition:

Tuition is free for students enrolled in one of our district high schools. Students can attend during their junior and senior years or during their senior year and the year following graduation. Scholarships are available to qualified applicants who graduate from one of our district high schools if they enroll within two years of graduation. Adult tuition is based on the number of hours in the chosen career major. A Meridian career counselor will be able to provide more information.

## College Credit:

College credit is available for this career. Please contact a Meridian career counselor for more information.

## Licensure/Certification:

In addition to certification from Meridian, more information on recommended competencies is available at:

[www.okcareertech.org/certify/](http://www.okcareertech.org/certify/).