

POSITION TITLE **Student Accounts Manager-Exempt/Full-Time**

REPORTS TO: Director of Business and Finance

QUALIFICATIONS: Bachelor's Degree in Accounting or MIS; background in accounting, business or finance; strong background in GAAP; knowledge of Blackbaud systems preferred; Accounting software preferred; database management; excellent verbal communication skills; impeccable organization and management skills. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

PRIMARY FUNCTION: The Student Accounts Manager is responsible for overseeing all aspects of the Student Accounting Office. Assist with the analysis, planning, and implementation of new processes and information systems to better meet the needs of both internal and external customers.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent public relations, oral and written communication and ability to communicate sensitive and/or complex information in a confidential and straightforward manner.
- Must be a creative problem solver, accurate, detail oriented, self-directed, and able to handle a heavy workload.
- Computer expertise to include Microsoft Office suite and queries, with the ability to manipulate a large amount of data.
- Proficient user of Microsoft Office and experienced in financial database systems.
- Basic accounting skills
- Must possess a high level of accuracy and strong attention to detail

AREAS OF RESPONSIBILITY:

- Oversee, evaluate and provide work direction to Student Accounting Staff. Responsible for the operation of student accounting processes including billings, finance charges, outsourced payment plans, electronic data transfers to and from 3rd parties and other departments, accuracy of the student accounting database, compliance with government regulations.
- Provide financial counseling for parents and students regarding payment options and payment plans with authority to negotiate special arrangements. When necessary, resolve problems and questions with students or parents regarding student finances.

- Contact and initiate the settling of student account balances in escalated or special situations.
- Making daily deposits for tuition, fundraisers, student activity fees, and undesignated contributions.
- Making entries in journals, the computer and on ledgers for checks and balances
- Answering phone calls pertaining to student accounts
- Handling visitors to the Business Office as needed
- Researching and contacting maker of returned checks
- Re-entering returned checks on ledgers, in books and on the computer
- Printing out daily reports from the computer to deliver with deposit receipts to the Director of Business and Finance
- Making deposits and other transactions at the bank
- Handling withdrawals from MPCS or individual programs and collect or refund the appropriate money, then adjust computer billings
- Updating address/telephone changes on ledgers and in the computer
- Typing letters for families for tax purposes and flexible spending accounts
- Creating students' accounts and miscellaneous accounts in the computer on a yearly basis
- Entering late fees on ledgers and in the computer after the 10th of each month
- Calling all contacts of unpaid accounts at the end of each month regarding the financial policies
- Printing out and send reminder statements to unpaid accounts on the 5th of every month
- Ensuring that ledgers and computer balance with those of the Director of Business and Finance on a monthly basis
- Aiding the Director of Business and Finance with yearly tuition, ASP, resource, Encore and staff rates

- Starting new “unearned” ledgers every January for next year’s students and deposits
- Printing daily reports January-June of prepayments for auditor
- Complying with conditions as stated in employee contract and handbook
- Modeling appropriate Christian behavior in speech and actions
- Other duties as assigned

CONTACT Information:

If you are interested in this position, please contact Jodee Foster in Human Resources at Jfoster@mtparanschool.com