

Accounting Specialist Student Billing Job Description

Name: _____

School Name: _____ City: _____, TX

Job summary: The Accounting Specialist Student Billing fulfills the mission of the school by assisting the Business Manager regarding the fiscal matters of the school in regards to student finances, student billing, student collections and maintaining the bookkeeping required for this area. This position reports to and is evaluated by the Business Manager.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Processes and executes accounts receivable
 - Deposits for all student activities
 - Deposits for all non-student activities
- Reconciles all receivable accounts and performs end-of-year close-outs for receivable accounts
 - FACTS – Admin Plus – minimum quarterly
 - Admin Plus – Quickbooks – minimum quarterly
 - Chase Other bank account – minimum monthly
 - All student receivable accounts – minimum quarterly
- Supports the billing and collection of tuition and the recording of tuition assistance
 - Accurately maintain student billing system
 - Accurately maintain FACTS system
 - Bill and collect auxiliary student receivables
 - Prepares new school year FACTS agreements for all students
- Communicates effectively within the school community
 - Prepares reports for New/Returning student registration
 - Financial holds
 - Past due receivables
 - Prepares credit card allocation – Minimum quarterly
 - Prepares and monitors new school year tuition for FACTS
 - Ad Hoc as requested and/or needed
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment and support planning
- Maintains appropriate filing system (paper and digital) including archiving requirements for student financial records, accounts receivable
- Attends and assists with school events when cash is involved and insures appropriate cash handling procedures; including organizing the student billing aspect of “The Thing”.
- Manages incidental billing for all school related family charges

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Minimum qualifications:

Education/Certification:

- Bachelor's degree preferred

Experience:

- Bookkeeping experience preferred

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

Mental/Physical Demands:

- Required to lift or carry supplies, books, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____