



Job Description

Position: Accounts Receivable Specialist **Primary Reporting Relationship:** Financial Administrator
Classification: Full-Time, Exempt (40 hrs/wk) **Secondary Reporting Relationships:** None
Ministry Area: Finance Department (as part of the Operations Team)

Interfaces: Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

Our vision: To saturate the 4B Area with the gospel by restoring people, families, and churches. (The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)

Profile: Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our vision while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Job Purpose: To support the Financial Administrator in managing the family billing accounts (from Pre-K to 12) using the school tuition management software and ensure that Bay Area Christian School (BACS) and The Early Learning Academy (ELA) account statements are accurate, up-to-date and handled in a timely and consistent manner.

Major Responsibilities:

- Manages tuition and fees billing through tuition management system
- Manages enrollment and re-enrollment process for BACS and ELA
- Manages charges in both tuition management software and accounting software
- Manages family tuition payment plans
- Responsible for calculating the tuition amount for students based on tuition chart and entering those charges in the tuition management software
- Responsible for the withdrawal process, to include calculating the amount due to the families or collecting the amount due to the school
- Contacts families regarding any past due balances, issues with non-sufficient funds, or invalid credit card information; provides a monthly delinquent list to BACS School Board
- Responsible for lunchroom charges, credits for any missed days, and refunds
- Responsible for making bank deposits
- Responsible for after-school activity charges and requesting payments from the teachers
- Manages financial aid accounts and provides the BACS School Board with monthly copies of financial aid applications for review and approval
- Responsible for reconciling accounts receivable in accounting software to tuition management software on a monthly and annual schedule
- Ensures all financial data is organized, filed, and kept strictly confidential
- Provide flex care spending and tax letters to all students
- Performs other duties as assigned by Financial Administrator

Required Skills and Abilities:

- Must be able to deal with confidential information with a high degree of tact and discretion
- Demonstrates strong interpersonal skills
- Maintains a professional and friendly demeanor
- Possesses excellent organizational skills and is capable of managing time efficiently
- Can demonstrate ability to multi-task effectively
- Demonstrates ability to think creatively
- Exhibits ability to maintain composure in stressful situations / interactions
- Possesses strong working knowledge of Microsoft Excel, as well as basic computer skills and knowledge of word processing programs (Microsoft Word, PowerPoint)
- Is familiar with basic office equipment (multi-line phones, fax machines, and scanners)
- Demonstrates strong writing and editing capability
- Possesses excellent phone etiquette
- Communicates clearly and effectively
- Behavior supports a positive work environment

Education and Experience:

- Minimum of an Associate's degree in Accounting with 2-4 years of experience in accounting is required, Bachelor's degree in Accounting preferred; 5-7 years strong accounting/billing experience in lieu of an Associate's degree in Accounting will be considered

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical activity will also involve: stooping, standing, walking, pushing, pulling, and lifting. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the position of **Accounts Receivable Specialist**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print)_____

Date_____

Employee Signature_____

Version: 12.2020