



**PINE CREST PREPARATORY SCHOOL INC.**

**JOB DESCRIPTION**

JOB TITLE	<i>Accounts Receivable Manager</i>
DEPARTMENT	<i>Finance</i>
REPORTS TO	<i>Controller</i>
STATUS	<i>Full Time</i>
WORK SCHEDULE	<i>M-F (8:00am-4:30pm)</i>
LOCATION	<i>Ft. Lauderdale Campus</i>
SUBMITTED BY	<i>Controller</i>
APPROVED BY	<i>Human Resources</i>
FSLA STATUS	<i>Non-Exempt</i>
UPDATED	<i>April 17, 2019</i>

**Purpose:** The Accounts Receivable Manager is responsible for managing all aspects of student billing (a \$6.9 million portfolio) along with collecting and recording income. Additional responsibilities include internal revenue reporting and reconciliation of the Account Receivable (AR) accounts. This position plays a vital role in the financial success of Pine Crest by ensuring a constant flow of revenue.

**Essential Functions:**

- Reviews, maintains and reconciles AR accounts on a monthly and fiscal year-end basis, which includes tuition remission, financial aid, matriculation, deposits and sales tax reports
- Performs timely and accurate posting of student monthly billing
- Posts daily electronic check, paper check, wires, ACH credits and cash payments to student accounts and prepares bank deposits; including NSF checks or e-checks
- Creates monthly statements and sends broadcast email when statements are available
- Assists and researches any concerns, questions about discrepancies on student accounts via face to face, telephone or written email communications with families
- Prepares and provides follow up correspondence with families regarding delinquent accounts while overseeing past due payment plan arrangements. In any month of the fiscal year, delinquent accounts can equal 400 students.
- Creates billing schedules in accounting system for following school year based on updated tuition amounts, payment plans and financial aid plans
- Notifies employees regarding tuition payroll deductions and gives payroll deduction amounts to Payroll Supervisor for monthly postings
- Sets up and reconciles financial aid monthly payment plans and works closely with Financial Aid Officer, with whom there is a very strong working relationship, during the financial aid season and also responds to calls from families with financial aid questions
- Fills out and mails Form 8300 if payment over \$10,000 in cash is received
- Creates the tuition insurance spreadsheet with updates for financial aid students and employees. This includes notifying families of the tuition insurance plan and tracking the insurance plan payments and claims each year
- Updates all billing charge codes for a specific school year and student ID queries



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- Calculates tutor and lessons commission amounts for payroll monthly payment and provides to payroll coordinator
- Provides Controller with delinquent account information in order to identify accounts to be sent to a collection agency, and Business Office Director with family documents for collection agency backup
- Verifies and processes credit refunds based on family requests or credit balances for students not enrolled
- Responsible for business hold placements and removals based on past due account status and notifies Admissions and Divisions of these business holds
- Maintains confidentiality relating to student accounts and family finances
- Makes effective use of technology
- Promotes a positive environment and a team oriented approach to work
- Establishes and maintains cooperative and effective working relationships with others
- Adheres to department dress code in a professional manner
- Keeps supervisor advised of all developments; consults with supervisor when conflicts or disagreements arise and performs in a professional, supportive manner that leads to greater productivity within the department and organization
- Consistently maintains absolute confidentiality and professionalism with privileged information
- Maintains a consistent high level of performance
- Maintains a regular, dependable attendance (be at work regularly, on time, with occasional absences that are reasonably predictable)
- Maintains a high regard for personal safety and for the safety of school students, employees and assets
- Demonstrates dependability and responsibility
- Accepts and completes other duties and responsibilities assigned by the Controller, as well as from the Controller's appointed designee

### Essential Personal Characteristics:

- Exhibits the ability to work on multiple projects/responsibilities with minimal supervision and meet/exceed deadlines; performs multifaceted projects in conjunction with day-to-day activities
- Ability to work independently; self-motivated
- Demonstrates analytical skills and logical thought process with the ability to identify and resolve issues/problems when appropriate
- Demonstrates the ability to work in a fast-paced, team-oriented environment with high level of professionalism
- Demonstrates well-developed administrative skills
- Displays the ability to compose accurately effective correspondence with proficiency in grammar and punctuation
- Demonstrates the ability to work effectively with others
- Regularly uses spreadsheet, database and word processing software, and periodically learns new programs
- Possesses excellent communication and interpersonal skills to be able to communicate effectively
- Possesses strong organization skills, with extreme attention to detail
- Possesses strong problem resolution skills; demonstrates good reasoning abilities
- Willing to accept additional responsibility or offer assistance to complete assignments
- Possesses a demonstrated and proficient understanding of principles in one or more specialized functions specific to this field
- Strives continually to make the best use of time during the workday through careful coordination of daily tasks; demonstrates the flexibility in prioritizing, and strong time management skills
- Ability to identify and escalate sensitive issues to the supervisor; demonstrates knowledge of when to seek guidance



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<b>Job Qualifications:</b>	
EDUCATION	<i>High School Diploma or equivalent required; advanced degree preferred</i>
EXPERIENCE	<i>Minimum of 3 years' work experience in accounting, including accounts receivable</i>

**Working Conditions:**

- Mostly sedentary work performed primarily in an office setting (prolonged periods of sitting)
- Intermittent physical activity including standing, kneeling, walking, bending, reaching and lifting up to 25 lbs.
- Environment subject to frequent interruptions; varying and unpredictable situations; some pressure due to multiple calls and inquiries
- Working in air conditioned office 95% of the time; small amount of natural light
- Working at a video display terminal (VDT)
- Occasionally subject to irregular hours

This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.

This job description does not constitute a contract of employment. It may be modified or amended at any time as determined in the employer's sole discretion.

The signed original copy of this acknowledgment will be filed in your personnel file in Human Resources.

Acknowledge receipt by:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date