



Tuition Coordinator

The Tuition Coordinator is responsible for the day-to-day tuition and financial aid administration of Mercy McAuley High School. They are also responsible for the bi-weekly processing of payroll, Administrative Cost Reimbursement, and other accounting department functions as assigned.

Essential Responsibilities:

- Coordinate with FACTS, third party tuition management company, to establish and maintain parent tuition accounts.
- Act as the main contact for parents with tuition or financial aid questions and respond to questions in a timely manner.
- Monitor overdue accounts and generate collection calls, when necessary.
- Assist the Accounting Manager with reconciliation procedures, such as reconciling FACTS reports to the general ledger.
- Manually update parent FACTS accounts for payments, credits, etc., as needed.
- Assist the Finance and Admissions Departments with tuition and financial aid offers.
- Assist with budgeting financial aid and establishing future tuition rates.
- Coordinate Guardian Angel fund requests.
- Maintain internal control procedures to effect good stewardship of financial operations and assets.
- Provide assistance with the completion of the annual audits.
- Gather payroll information for all employees on a bi-weekly basis and input to the payroll system.
- Update payroll deductions as appropriate.
- Input universal activities to Mandated Services for consistent logging of activities eligible for Administrative Cost Reimbursement and ensure process is completed.
- Other duties as assigned.

Skills and Competencies:

- Solid computer skills with proficiency with FACTS, Admin Plus, Microsoft Word and Excel.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to work independently and handle multiple priorities.
- Effectively use organizational and planning skills with attention to detail and deadlines.
- Respect MMHS as a Catholic, Mercy school by maintaining a personal and professional presence consonant with the charism of the Sisters of Mercy and Catholic teaching.

Education and Experience:

- Related experience with customer service in a school environment.