



Friends' Central School

Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood. The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Accounts Receivable and Accounts Payable Coordinator

Friends' Central School seeks a full-time, 12-month Accounts Receivable and Accounts Payable Coordinator, reporting to the Director of Finance and Operations. The Accounts Receivable and Accounts Payable Coordinator is responsible for all aspects of accounts receivable and accounts payable processing and processing and depositing cash and checks.

Responsibilities

Accounts Receivable

- Oversee Accounts Receivable function.
- Ensure that tuition, financial aid, and ancillary charges are correctly posted to the General Ledger.
- Ensure that tuition charges, financial aid, and ancillary charges are accurately set up on the FACTS payment system (Third party billing system).
- Communicate with new and returning families regarding their FACTS accounts and effectively troubleshoot issues that may arise.
- Deposit tuition payments into FCS bank account, and record cash receipts transactions in FACTS and in the general ledger.
- Monitor outstanding and overdue tuition charges and communicate with families regarding outstanding balances.
- In conjunction with the Director of Finance, work to provide solutions to families that are delinquent.
- Notify various departments to withhold records (Academic, College Counseling, Admissions) if collection efforts have been unsuccessful for delinquent accounts.
- Respond to tuition-related inquiries from parents.
- Record all month end Advanced Accounting entries provided by FACTS.
- Upon request, provide appropriate statements for dependent care expenses to families.

Accounts Payable

- Accurately process vendor invoices, check request and employee expense reimbursements, ensuring timely and accurate payment of the school's obligations.

- Ensure thorough descriptions are entered for accounts payable entry to provide description of service and the time period the bill covers.
- Ensure that vendor files are properly set up and maintained with W9, insurance and other documentation as required.
- Prepare annual 1096 and 1099 reporting.
- Upload the weekly payment file to Paymerang (Third party vendor) so that checks can be sent to vendors.
- Enter the weekly employee expense reimbursements via FCS' bank's website for direct deposit into employee's bank account.
- Oversee the school's credit card program, including making necessary payments, collecting receipts, and recording the monthly journal entry into the ledger to capture the expenses incurred.

Banking

- Deposit all checks via remote deposit into FCS bank account and recording the corresponding entries into the general ledger.
- Deposit all cash and coin into the FCS bank account and recording the corresponding entries into the general ledger.

Other duties as assigned.

Qualifications

- Associates degree in accounting (or with emphasis in accounting), or equivalent experience is preferred
- 2+ years' experience in accounting or book-keeping preferred
- Attention to detail with an understanding for the need for meticulous, accurate work
- Able to manage time effectively
- Highly organized and detail oriented
- Ability to set priorities and manage multiple tasks
- Respectful of the confidentiality of information
- Excellent computer skills included but not limited to:
 - Google products (Gmail, Google Docs, Google Sheets)
 - Microsoft Office
- Strong communication skills
- Ability to work well as part of a team
- Spend long periods of time at a computer and ability to interact verbally via electronic mail and telephone
- Preferred hours 8:00 AM – 4:00 PM, Monday through Friday

Interested applicants should send a resume, cover letter and three professional references to careers@friendscentral.org.

Currently, Friends' Central requires COVID-19 vaccines for all faculty, staff, and students. There will be limited exemptions for medical or religious reasons.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).