



Accounts Receivable/Billing Specialist

Department: Business Office
Supervisor: CFO

Job Type: Full-Time, 12 month
FLSA Classification: Non-Exempt

Position Purpose: The Accounts Receivable/Billing Specialist is an integral part of the Business Office with key responsibilities for the day-to-day student billing process from creating and maintaining student invoices to the collection of tuition payments as well as processing all other funds received by the school.

Essential Responsibilities:

- Actively support and advance the mission and vision of Carrollwood Day School
- Process student receivables, including entering charges for tuition, auxiliary programs, financial aid and other charges, post payments received to the appropriate student account
- Ensure student accounts are complete and accurate, respond efficiently to all parent inquiries
- Communicate with parents regarding past due accounts and proactively arrange for special payment plans as needed and within department guidelines
- Work closely with the Controller regarding severely delinquent accounts and identify accounts that need to be sent to collections
- Process and deposit all receipts – including but not limited to tuition, gifts, concessions, ticket sales and rentals, ensuring all deposits are accurate and timely
- Manage all student accident insurance claims
- Manage Tuition Refund Insurance program
- Be a positive and collaborative member of the Business Office team
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including occasional evening, weekend, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- Bachelor's Degree required, preferably in an accounting, business or related major
- Knowledge and ability with accounting software, spreadsheet and word processing software
- Experience with Veracross is a plus
- Experience in a school financial department
- Technologically savvy and detail oriented
- Able to work collegially and collaboratively with a team
- Exceptional time management and organizational skills including the ability to prioritize and manage multiple projects simultaneously
- Demonstrate a strong work ethic and sense of personal responsibility
- Demonstrate the ability to think independently and critically, to anticipate and resolve time-sensitive issues with excellent judgment, attention to detail, and a solution oriented focus
- Strong understanding and utilization of appropriate customer service skills within an independent school environment

- Valid FL Drivers License with acceptable driving record and reliable transportation
- Ability and willingness to work a flexible schedule, including occasional evenings and weekends
- A high degree of professionalism, tact, and discretion
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment; demonstrate a high degree of tact and diplomacy
- Enthusiasm and commitment to the vision and mission of the School

This is a full-time 12 month position. Compensation includes competitive salary, comprehensive insurance benefits, 401K with immediate employer match, professional development opportunities, very generous paid time off, and tuition remission for accepted/enrolled children/students.

Interested candidates should send a resume and letter of interest to Larry Pittman, CFO/COO, lpittman@cdspatriots.org and Anita Pittman, Director of Human Resources, apittman@cdspatriots.org