



MT. JULIET CHRISTIAN ACADEMY

Mission Statement: As a ministry of First Baptist Church Mt. Juliet for over 40 years, our mission is to partner with families in developing students to think, lead, and live as Christians based upon a biblical worldview.

Job Description

JOB TITLE: Business Office Assistant | **REPORTS TO:** Business Director

Purpose:

We are seeking a diligent and detail-oriented person for our business office to join our administrative team. This position will play a vital role in supporting our mission by managing financial accounts, assisting families with payment arrangements, and providing valuable support to the business office in accounting procedures. This is a full-time, year-round position that will work over the summer months.

Qualifications:

Bachelor's degree in finance, accounting, business administration, or a related field preferred. Previous experience in accounting, finance, or a related role is highly desirable. Strong organizational and time-management skills. Exceptional communication and interpersonal abilities. Strong attention to detail and accuracy. Proficiency in accounting systems, particularly QuickBooks and with school management systems like FACTS a plus. Commitment to maintaining confidentiality and sensitive information with discretion. Knowledge of financial aid processes and regulations is advantageous. Active relationship with Christ with an understanding of Biblical values and principles.

Responsibilities and Duties:

- **Financial Account Oversight:**
 - Maintain precise records of student financial accounts.
 - Collaborate with parents and guardians to establish and manage payment plans.
 - Accurately process tuition payments, student billing, and fees in a timely manner.
 - Address and resolve billing and payment inquiries from families.

- Monitor and follow up with accounts for delinquencies.
- **Tuition Aid Administration:**
 - Assist families in navigating the tuition aid application process.
 - Review and process tuition aid applications confidentially and impartially.
 - Work closely with the Business Director and relevant committees to determine tuition aid awards.
 - Safeguard sensitive financial information with the utmost discretion.
- **Accounting Support:**
 - Collaborate with the business office to assist in various accounting procedures.
 - Contribute to financial record reconciliation and the preparation of financial reports.
 - Participate in budgeting and financial planning activities as required.
 - Support audit and financial assessment processes.
- **Confidentiality and Compliance:**
 - Uphold the highest standards of confidentiality when handling financial and student records.
 - Adhere to all relevant privacy and data protection regulations.
 - Always ensure the security and privacy of financial and student information.

Qualifications:

Note: This job description is intended to convey information essential to understanding the scope of the Student Account's position. It should not be considered an exhaustive list of responsibilities, qualifications, and skills required. MJCA reserves the right to modify, interpret, or apply this job description in any way the institution desires. This job description is not an employment contract, implied or otherwise.