



Staff Accountant and Student Billing Specialist

DEPARTMENT: Business Office

REPORTS TO: Controller

FLSA STATUS: Exempt

HIRING: Immediate Start

SUMMARY

As Staff Accountant and Student Billing Specialist, you will have primary responsibility for all functions related to the student billing process as well as other accounting duties related to the financial operations of our school. This position requires a detail-oriented individual with an understanding of accounting principles, exceptional organizational and communication skills, and a commitment to accuracy and integrity while providing excellent customer service to students and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Student Billing:** Organize and manage all aspects of student billing and collection of tuition, fees, and other charges, ensuring accuracy and compliance with school policies. Duties include
 - annual updates for new tuition and fees rates,
 - oversight of invoicing,
 - processing payments, and
 - reconciling accounts receivable.
 - The position provides support for the management of the tuition refund insurance plan.
- **Customer Service:** Serve as the primary point of contact for student billing inquiries, providing timely and courteous assistance to students, parents, and employees..
- **Process Improvement:** Identify opportunities for process improvements and efficiency enhancements within the accounting and billing functions.
- **Other Accounting Duties:**
 - Process receivables from other sources of income including student activities, gifts and contributions, events and other types of cash receipts.
 - Collection of data required for state reimbursement program.

- o This position will also learn other functions of the Business Office and provide backup support as needed.
- o Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance or a related field.
- Minimum of 3 years of experience in accounting related to the duties and responsibilities of the position, preferably in an educational or non-profit setting.
- Demonstrated proficiency and mastery of the Google and Microsoft software suites, with particular emphasis on Google Sheets and Microsoft Excel.
- Familiarity with Blackbaud programs - Financial Edge, Tuition Management, etc. is a strong plus.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.

WHY HATHAWAY BROWN:

- Competitive salaries for Independent Schools
- Comprehensive medical, dental and vision package, 403(b) plan with matching
- Employer covered life insurance
- Employee Assistance Program
- Voluntary insurance offerings: additional life, accident, critical illness,
- Professional development program
- Wellness credit

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

ABOUT HATHAWAY BROWN

Hathaway Brown School has a rich 148-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a

fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

TO APPLY:

Interested candidates should email a resume and cover letter to hrstaffing@hb.edu. If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

Hathaway Brown School
19600 North Park Boulevard
Shaker Heights, OH 44122

EOE