Position: Accounting/Receivables Coordinator

Department: Business Office

Supervisor: Director of Finance and Operations

Employee Classification: Full-time, Non-Exempt

Position Summary:
The Accounting/Receivables Clerk is responsible for all billing processes and administration of accounts receivable, under the supervision of the DFO. The Accounting/Receivables Clerk is also responsible for month-end closing procedures, various reconciliations and reporting, supervision of Take Five, and special projects as assigned.

Billing & Accounts Receivable
- Executes the annual billing of all re-enrolled students
- Prepares, posts, verifies and records invoices and payments for all forms of revenue of the school (i.e. after and before care, afterschool programs, summer camps, other misc charges)
- Monitors A/R aging reports and communicates with families regarding past due amounts and assists in determining alternate payment plans
- Reconciles A/R, revenues, discounts, financial aid, & remission per A/R module reports to general ledger monthly
- Answers parent calls, questions and requests related to billing or scholarships
- Enrolls, tracks and bills state scholarships via EMA & other portals and tracks amounts due from state by student – maintain proper paperwork
- Posts scholarship award payments to student billing accounts & reconciles to G/L
- Initiates refunds or adjustments to financial aid/remission for scholarships received quarterly
- Runs Vanco reports monthly and bills families for Take Five, Knight Bites or Concession activity

Accounting Assistant
- Reconciles all bank accounts monthly using Veracross reconciliation module
- Reconciles credit card activity to bank statement and general ledger
- Reconciles gifts monthly to G/L and reconciles development reports quarterly with advancement team
- Codes deposits to g/l accounts, posts to general ledger
- Deposits cash weekly and/or replenishes petty cash at bank as needed
- Files sales tax monthly from Vanco reports for Take Five
- Assists the Director of Finance and Operations with various projects (Audits, GL reconciliations, DASL survey, 990 etc.)
Other
- Supervises the Barista of Take Five Cafe
- Collaborates with the Barista to maintain and order necessary supplies and café items to keep adequate inventory balances
- Reports monthly sales to Director of Finance and Operations
- Works in Take Five if coverage needed
- Assists with lunch distribution if coverage needed
- Ensures successfully passing health inspections and reports violations immediately to the DFO

Education and Experience
- HS Diploma required
- Associates degree or higher preferred
- Demonstrated knowledge of debits & credits, journal entries, general ledger
- Balanced temperament to handle varying parent and co-worker interactions
- Experience working with general ledger and A/R software systems
- 5+ years of accounting experience
- Knowledge of Veracross and/or other school billing systems a plus

Working Conditions
- Must be able to work with multiple distractions and changing priorities.
- Work is performed primarily in indoor and outdoor settings.
- Must be able to lift 35 lbs.

All staff will comply with school rules and policies, particularly as to timekeeping, and will follow prescribed office and lunch hours. Any overtime must be approved prior to accrual or offset throughout that week unless otherwise stated in the employment letter or as directed by the employee’s supervisor.

Staff may be asked to help out in other offices, but such requests must be channeled through, and approved by, the Head of School.

Acknowledgment
I understand the responsibilities and competencies of the Accounting/Receivables Clerk position.

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The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.