



Job Title: Student Billing / Accounting Assistant

Location: Jackson Preparatory School, Flowood, MS

Job Type: Full-Time

Position Summary:

Jackson Preparatory School is seeking a detail-oriented and organized Student Billing / Accounting Assistant to join our Business Office team. The ideal candidate will have a strong background in accounting, excellent customer service skills, and the ability to manage multiple tasks efficiently. This role is crucial in ensuring accurate billing and financial transactions for students and families while maintaining compliance with school policies and procedures.

Key Responsibilities:

- Student Billing and Accounts Receivable using Veracross:
- Prepare and issue tuition invoices in Veracross and other billing statements to students and families.
- Monitor and manage accounts receivable in Veracross, ensuring timely collection of payments.
- Address and resolve any billing discrepancies or issues promptly and professionally.
- Maintain detailed records of transactions and student accounts.

Financial Recordkeeping:

- Assist with the reconciliation of accounts and preparation of financial reports.
- Process and record payments, refunds, and adjustments in the accounting system.
- Ensure accuracy and completeness of financial data and documentation.

Customer Service:

- Serve as the primary point of contact for student and parent billing inquiries.
- Provide exceptional customer service by addressing questions and concerns regarding billing and account issues.
- Collaborate with other departments to resolve any issues affecting student accounts.

Compliance and Reporting:

- Ensure compliance with school policies and regulatory requirements related to billing and financial transactions.
- Assist with the preparation of reports and documentation for audits and regulatory reviews.

Administrative Support:

- Provide general administrative support to the Business Office, including data entry, filing, and correspondence.
- Assist in the development and implementation of billing procedures and policies.
- Other Duties as may be assigned

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- Minimum of 2 years of experience in accounting or a similar role, preferably in an educational or non-profit setting.

Skills:

- Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
- Ability to learn and master Veracross in an online environment.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Effective communication and interpersonal skills.

Attributes:

- Ability to handle sensitive information with confidentiality.
- Problem-solving abilities and a proactive approach to addressing issues.
- Ability to work independently as well as part of a team.

Work Environment:

This position is based in a school environment, with typical office hours. Flexibility may be required during peak billing periods or special events.

Jackson Preparatory School's Statement of Diversity

Respect and understanding of differences are necessary parts of preparation for life in today's complex world. To achieve the broader educational goal of preparing students to participate in the world community, Prep is committed to diversity in race, color, and national origin in the student body, faculty, and programs.

For consideration, applicants should submit a formal letter of interest, and a detailed resume to IWanttoServe@jacksonprep.net. Please include "Student Billing / Accounting Assistant Applicant" in the subject line.