



**Position Title:** Accounts Receivable Manager  
**Position Status:** Full-Time  
**FLSA Status:** Exempt  
**Reports To:** CFO

### **Position Purpose**

The Accounts Receivable Manager is responsible for all aspects of tuition billing and collection and reports to the Chief Financial Officer. This individual will be an ethical and collaborative professional with a team approach to problem-solving and will have the proven communication and planning skills necessary to collaborate productively with the community. The Accounts Receivable Manager also coordinates the deposit of other cash and checks with the Controller.

### **Essential Functions:**

- Works with Controller on all accounting functions relating to accounts receivable activities including journal entries, reconciliation of general ledger accounts, and preparation of accounting schedules as required for external audits.
- Liaisons with FACTS, which currently handles payment plans (or other tuition collection platforms). Enters all charges and credits and reconciles FACTS database to the school's database system and G/L.
- Enters incidental charges into FACTS.
- Provides analysis and reconciliation of accounts receivable, tuition revenue, financial aid, and tuition remission.
- Reconciles, in conjunction with the Admissions and Enrollment office, all contracts for admissions and financial aid.
- Communicates with families about payments, missed payments, and payment schedules. Works on collecting past due accounts. Works with the school's collection agency.
- Updates Enrollment Contract content.
- Works with the Development Department with the awarding of EITC and OSTC funds.
- Works with the Children's Scholarship Fund and records scholarship awards.
- Coordinates employee payroll deductions for tuition and communicates that information to the Human Resources Department.
- Records miscellaneous non-tuition payments in the G/L system.
- Keeps the cafeteria database up-to-date. Works with Dining Hall to manage the online payment system. Answers parent questions about account set-up. Contacts parents for replenishments. Reconcile cafeteria system with G/L.
- Coordinates with the Director of Financial Aid for net revenue reporting.
- Other duties as assigned by the Chief Financial Officer.

### **Qualifications:**

- Bachelor's Degree in accounting or related field, from an accredited college or university.
- Three to five years of experience in an educational or financial work environment.
- Demonstrated ability in programs and systems for the collection of fees, preferably in the Pre-K to 12 school environment.
- Strong organizational and data management skills.
- Well-developed interpersonal, written, and verbal communication skills, including communicating effectively with all constituents in a school community including parents, students and co-workers.
- Advanced facility with computer technology and software, including Google Suite and Microsoft Excel.
- Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving, and loyalty are essential; ability to manage a fast-paced, dynamic work environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

**Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods.
- Be able to lift up to 20 lbs occasionally.
- Work primarily in a traditional climate-controlled school environment.
- Able to move around an office and other school environments.

**Application Procedures**

Candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow this [link](#) to apply.

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*