CANTERBURY SCHOOL

Billing and Accounting Associate

Summary

Canterbury School, a college preparatory, coeducational boarding and day high school located in New Milford, CT, seeks a Billing and Accounting Associate. Responsible for managing all aspects of the school's student billings and collections through the FACTS tuition management system, maintaining the cash receipts subledger, and assisting the Controller with monthly journal entries, reconciliations and annual audit preparation tasks.

Responsibilities

FACTS database maintenance:

- Entry/import of new student and parent profiles
- Billing of tuition, fees and account credits
- Reconciliation of financial aid, tuition and fees to enrollment database
- Email/print statements
- Process account payments
- Reconcile and print monthly closing reports
- Close year end and set up next fiscal year fees and rates

Collections:

- Review the status of delinquent accounts and initiate collection action by contacting responsible party
- Prepare correspondences on delinquent accounts requiring special handling
- Report periodically to the Chief Financial Officer on the status of all delinquent accounts
- Review accounts to be recommended for write-off, assist in report preparation and process write offs

Cash Receipts database maintenance:

- Deposit checks remotely and enter payments into database
- Verify correct deposit coding and add new accounting categories for payments when necessary
- Reconcile and print monthly closing reports

Accounting and Support:

- Record student loan payments and email statements from the student load database
- Reconcile monthly recurring journal entry spreadsheets and create recurring journal entries
- Mark cleared checks and ACHs monthly in treasury subledger
- Provide reports and spreadsheets, relevant to student billings and cash receipts, for the annual financial audit
- Assist with organizing support backup for various general ledger accounts for annual audit
- Process annually the student accident, health insurance, and tuition refund insurance waivers or charges of premiums and remit bills for payment
- Update all Business Office forms for re-enrollment and various relevant forms for the school's website

- Work directly with Admission Office in the processing and distribution of enrollment contracts
- Coordinate, as necessary, with the Academic and Student Life office regarding departing students and financial holds

Other Duties and Responsibilities:

- Responsible for neatness of work area
- Security and confidentiality of student files
- Back up Debit Card Coordinator as needed
- Perform other related duties as assigned

Position Requirements

- Associate's Degree with courses in business administration/accounting.
- Five years related experience.
- Equivalent combination of education and experience.
- Prior software experience with Blackbaud FE NXT, Veracross or FACTS preferred, but not required
- Advanced knowledge of Excel (pivot tables and import setup), Microsoft Word and Google suite
- Comfortable working in multiple databases
- Good analytical and problem-solving skills, with the ability to handle and resolve recurring problems
- Ability to communicate effectively both orally and in writing with parents, faculty, staff, and students
- Ability to follow oral and written instructions
- Ability to establish priorities, work independently, and proceed with objectives without supervision

How to Apply

Interested candidates should provide a resume and cover letter to Allyson McFerren Mard at amcferren@cbury.org.

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and non-discrimination.