

Accounts Receivable

- Prepare billing charges to be entered into the billing system in a timely manner- including but not limited to: student tuition, transportation, extended day, after school programming, and other miscellaneous student activity charges (ex: Camps, AP classes, field trips)
- Receive, assemble, tabulate, check, and file accounts receivable data: 1) process, post, and deposit checks and/or cash received, 2) Run payment reports from Active, Cardpointe, SchoolAdmin and post in QuickBooks ledger
- Prepare and journalize the bank deposit transactions to the general ledger daily
- Process credit card transactions from parents and/or students via phone or in person
- Receive petty cash, maintain monthly petty cash log, and process journal entries to record cash received
- Respond to parent inquiries related to charges, payments, and account balances

State Funding

- Process state aid purchase orders and pay invoices
- Maintain records for and oversee the State Aid audits
- Oversee State and ODE compliance for employee fingerprinting and licensing
- Complete ODE Non-Public state funding report and other ODE reports

Qualifications:

- Minimum two-year working in an accounting related field with accounts receivable / collections experience
- Higher level of experience in Excel, Word, and Google Sheets required
- School or other non-profit experience preferred
- Knowledge of QuickBooks required
- Excellent written and communication skills required
- High degree of confidentiality required
- Basic methods, practices, and terminology used in fiscal and financial record management