

# Family Billing & Accounts Receivable Administrator

Atlantic Shores Christian School – Chesapeake, VA

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## Job Description

**Reports to: Director of Finance and Head of School**

### Position Summary:

- Provide financial, administrative, and clerical services to ensure the accurate and timely billing and collection of student accounts. This is a year-round full-time position with benefits.

### Qualifications

- Must possess a strong Christian faith and have a personal relationship with Christ
- Critical thinking skills and the ability to problem solve
- Strong organizational and communication skills (oral and written)
- Knowledge of RenWeb and FACTS tuition management programs preferred

### Education:

- Accounting courses at the college level or equivalent accounting experience

### Responsibilities and Duties:

- Maintain the student billing process including posting of tuition, fees, and financial aid to student accounts
- Process payments received from all sources
- Prepare and make deposits to local bank
- Generate and send monthly statements to parents/guardians
- Handle inquiries related to student accounts, review any discrepancies, and resolve billing issues
- Manage all receivables for student accounts; including collections on outstanding balances and recommending amounts for transfer to external collections
- Ensure that all charges and payments are accounted for and properly posted
- Generate accounts receivable reports for student accounts to facilitate recording in the general ledger and delinquent account collection

### Requirements

- Proven work experience in accounts receivable or comparable accounting function
- Working knowledge of basic accounting principles, fair credit practices, and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills; with finance and accounting concentration

- Hands-on experience with accounting/student billing software and a working knowledge of Excel highly preferred
- Ability to learn student accounts and billing software being utilized
- Strong verbal and written communication skills
- Customer service orientation and negotiation skills
- Ability to maintain confidentiality
- High degree of accuracy, consistency, attention to detail, and ability to follow through
- Ability to work independently and as part of a team

Interested candidates should send resume and application found at [http://shoreschristian.org/files/7815/2097/1651/General\\_Application-Teacher Assist. Substitute Athletics etc 2018-January.pdf](http://shoreschristian.org/files/7815/2097/1651/General_Application-Teacher_Assist._Substitute_Athletics_etc_2018-January.pdf)

Job Type: Full-time