

# Liberty Christian School

## Accounts Receivable Position Description

### Section I – Organization Summary

Manager Name: Chad Eder

Position Title: Accounts Receivable Specialist

Proposed Level: Part-Time, Hourly Non-exempt

Date Created: 5/27/14

### Section II – Position Description

This position serves as an accounts receivable specialist at Liberty Christian School in Richland, WA. Liberty Christian School provides a biblically-based Christian education for grades K4-12, serving the Tri-Cities and surrounding area. This position is responsible for providing financial duties in assisting the Director of Business. Specific activities include: receive and verify all incoming payments, utilize accounting software, prepare and make bank deposits, initiate ACH payments, tuition collection, attend finance window, manage financial aid process, and manage volunteer applications. This position is part of the overall LCS budget and finance process and serves to keep the school financially viable. Collectively, this position supports an approximate budget of \$3M to include annual giving/donations of \$300K.

Specific requirements include:

- Receive and verify all incoming payments
  - for tuition, lunch, extended care, clubs, groups, camps, class accounts, sports and sporting events, fees and fundraisers
- Utilize QuickBooks (QB) accounting software under the appropriate account and keep folders with accurate records of these transactions
- Prepare and make bank deposits. Cultivate a positive relationship with bank for ongoing business relationships
- Initiate ACH payments with bank and record in QB, manage account revisions
- Tuition collection:
  - Set up accounts in QB
  - Meet with existing and new families for tuition information and set up
  - Invoice by email and mail when necessary
  - Process all venues of tuition and fee payments
  - Manage delinquent accounts with billing, calling, and meetings while maintaining a positive working relationship for ongoing business
- Attend Finance Window before and after school, and occasionally additional times to receive payments
- Manage Financial Aid process
  - Assist families with Financial Aid questions and applications
  - Work as liaison with CFA regarding all Financial Aid Applications
  - Prepare documents for submittal to the Financial Aid Committee
- Manage volunteer applications
  - Process background checks
  - Organize and keep a record of submitted clearance paperwork
- Assist Director of Business with requested tasks

### Section III – Position Level Requirements

- Professing Disciple of Jesus Christ
- Successful experience in financial clerical work
- Demonstrated ability to work proactively with customers to collect receivables while maintaining strong relationships
- Demonstrated ability to work proficiently in financial/accounting software applications (e.g. QuickBooks/Excel)
- Knowledge of accounting principles and business practices within non-profit organizations