

# **Columbia Academy**

## **Job Description**

### **Student Accounts Manager**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** STUDENT ACCOUNTS MANAGER

**REPORTS TO:** CHIEF FINANCIAL OFFICER

**PAYROLL STATUS:** HOURLY NON-EXEMPT, FULL-TIME, TWELVE MONTH

**TYPICAL HOURS:** 7:30 – 4:00 WITH A 30-MINUTE LUNCH BREAK

### **PURPOSE AND SCOPE OF THE POSITION**

The Student Accounts Manager reports to the Chief Financial Officer (CFO) and is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations. Providing these services in an effective and efficient manner will ensure that the Academy's finances, particularly the School's revenue accounts, are accurate and up to date. Providing these services includes a variety of accounting and bookkeeping responsibilities. The Student Account Manager must comply with established policies and procedures. This position is a non-exempt, twelve-month, full-time hourly position.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

1. Perform the day to day processing of financial transactions to ensure that the Academy's finances are maintained in an effective, up to date manner  
Main Activities:
  - Prepare and deposit all daily bank deposits for student tuition payments and all miscellaneous cash receipt accounts
  - Maintain up-to-date FACTS tuition management database (tuition payment plan billing, discounts, financial aid and student work-study credits, miscellaneous charges and credits) and keep contracts organized for tracking enrollment data
  - Carry out billing, collection, and reporting activities according to specific deadlines, including monitoring payment plan activity, submitting ACH draft on 5<sup>th</sup> and 15<sup>th</sup> of each month, and submitting cafeteria deductions for payroll
  - Monitor student account details for non-payment, delayed payments and other irregularities
  - Monitor and assist with past due accounts and collections
  - Maintain a filing system for financial documents and student account files
  - Monitor all financial aid applications, organize information for Committee meetings, and communicate financial aid awards
  - Communicate with customers via phone, email, mail, or personally
  - Provide tax notice instructions for preschool students and, upon request, send pertinent tax information for extended care, fall and spring break and summer enrichment
  - Follow established procedures for collecting and processing miscellaneous cash receipts

- Post all in person payments for cafeteria and student billing
  - Assist with gate worker assignments for home athletic contests, prepare money bags for athletic gate receipts and concessions, reconcile deposit slips and submit documentation for gate worker payroll information
  - Assist with the reconciliation of accounts
  - Ensure the confidentiality and security of all student and financial information
2. Provide administrative support in order to ensure effective and efficient office operations
- Main Activities:
- Maintain direct communication with all campus offices
  - Assist in answering phones when needed
  - Direct calls and respond to inquiries when needed
  - Greet and assist visitors
  - Perform other duties as assigned by the CFO
  - Abide by all school policies, including, but not limited to, the faculty-staff handbook.

#### **KEY COMPETENCIES**

1. The Student Accounts Manager must possess knowledge in the following areas
  - Ability to maintain a high level of accuracy in preparing and entering financial information
  - Knowledge of office administration and bookkeeping procedures
  - Knowledge of accounts receivable and processing cash receipts
  - Knowledge of computer programs including the ability to operate computerized accounting, spreadsheet and word processing programs and e-mail at a highly proficient level
2. The Student Accounts Manager must demonstrate the following skills
  - Attention to detail and high level of accuracy
  - Excellent interpersonal skills
  - Effective organizational skills
  - Effective verbal and listening communication skills
  - Effective written communication skills
  - Analytical and problem solving skills
  - Ability to multi-task, prioritize and work efficiently
  - Ability to work independently, self starter, energetic
  - Ability to collaborate and work with others
  - Ability to anticipate work needs and follow through with minimum direction
  - Ability to demonstrate sound judgment in decision making
  - Time management skills
  - Conflict management skills

3. The Student Accounts Manager must demonstrate the following personal attributes

- Be completely honest and trustworthy
- Maintain strict confidentiality
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

### **WORKING CONDITIONS**

The Student Accounts Manager may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering financial information which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause stress. The Student Accounts Manager must also deal with a wide variety of people on various issues.