



Job Description

Position Title: Accounting Specialist – Student Billing

Purpose of Position

The Accounting Specialist supports DMCS through executing student billing and other accounting functions. This position keeps accurate and timely financial records while providing a high level of customer service and being a trusted and confidential representative of the school.

Position:

- Full-Time, 35 hours per week
- Calendar Year
- Hourly Employee
- Full-Time Benefit Eligible

Reports To: Director of Finance and Operations

Evaluated By: Director of Finance and Operations

Direct Reports: None

Qualifications:

- Associates Degree or higher in accounting, business or a related field.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- Accounting and/or experience as a customer service representative preferred.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: Equipping minds and nurturing hearts to impact the world for Christ.
- Characterized with integrity and maintains confidentiality.
- Energized by details and accuracy.
- Utilizes critical thinking and problem solving skills.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Displays a customer service focus.
- Demonstrated ability to work with numbers.
- Comfortable with and demonstrated ability to learn billing and accounting systems.
- Comfortable communicating with families on billing discrepancies and situational financial needs.
- Demonstrated ability to complete work while accommodating interruptions.
- Demonstrated ability to work collaboratively with other team members and departments.

Responsibilities:

- Bills and maintains tuition accounts for DMCS students (Grades K through 12th).
 - Creates billing entries for student accounts in the financial system (Blackbaud), and communicates with families regarding billing schedule and questions.
 - Posts charges, discounts, financial assistance, and payments by student.
 - Processes ACH payments for tuition and fees as authorized by payer.
 - Provides tuition statements to all families by regularly posting to NetClassroom and sending paper statements to past due families.
 - Reviews family accounts to identify billing errors and past due tuition payments.
 - Communicates with parents to resolve billing discrepancies and past due accounts.
 - Initiates student account refunds and late fees as needed.
 - Coordinates total/net account balances with food service and other departments when students graduate or leave the school.
- Prepares and posts non tuition deposits (either General or Club and Clearing bank accounts).
- Bills and maintains receivable accounts for building rental and contract driving agreements.
- Assists Director with financial aid tasks.
- Assists Director with miscellaneous accounting journal entries.
- Partners with peers to assist as needed during busy seasons.
- Partners with peers to assist as needed while other team members are on vacation or unavailable.
- Other duties as assigned by the Director.

Date: _____

Signatures: _____

Accounting Technician

Director

Revision Date: 12/2018