



Job Description

Position Title: Accounting Technician

Purpose of Position

The Accounting Technician is responsible for billing and deposits for student and other school accounts. This position helps to advance the mission of DMCS by keeping accurate and timely records while providing a high level of customer service and being a trusted and confidential representative of the school.

Position:

- Part- Time, 20 hours per week (afternoons)
- Calendar Year
- Hourly Employee
- Part-time Benefit Eligible

Reports To: Accounting Manager
Evaluated By: Accounting Manager
Direct Reports: None

Qualifications:

- BS/BA preferred.
- Born-again Christian.
- 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 a Biblical Worldview.
- Accounting experience preferred.

Professional Profile:

- Committed to the mission of DMCS.
- Detail oriented and organized.
- Comfortable with and ability to work with numbers.
- Comfortable with and ability to learn student account and accounting systems.
- Comfortable at working with families on billing discrepancies and situational needs.
- Customer service focused.
- Strong interpersonal and communication skills.
- Takes initiative in problem solving.
- Maintains confidentiality and builds trust.
- High integrity.
- Ability to complete work while accommodating interruptions.
- Models Christ-like behavior in and out of the school.
- Works as a team player with all DMCS departments.

Responsibilities:

- Bills and maintains tuition accounts for DMCS Junior High/High School students.
 - Creates billing entries for student accounts in the Blackbaud system 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 parent.
 - Reviews family accounts to identify billing errors and past due tuition payments.
 - Provides tuition statements to all families by regularly posting to NetClassroom and sending paper statements to past due families.
 - Communicates with parents to resolve billing discrepancies and past due accounts.
 - Initiates student account refunds and late fees to families 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.
- 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 Accounting Manager

Date: _____

Signatures: _____

Accounting Technician

Accounting Manager

Revision Date: 12/2016