



Job Description

Position Title: Accounting Specialist - Student Accounts

Purpose of Position:

The Accounting Specialist provides accounting support for DMC through customer billing and follow-up, financial aid assistance, cash processing, general ledger entries, and account reconciliation. 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: Accounting Director

Evaluated By: Accounting Director

Direct Reports: None

Qualifications:

- Minimum of a 2-year associate's degree in the area of accounting, business or related field
- Accounting experience preferred.
- 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 personal relationship with Jesus Christ.

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.
- Utilizes critical thinking and problem-solving skills.
- Energized by details and accuracy.
- Customer service focused.
- Ability to understand and use various types of systems.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.

Responsibilities –

Accounts Receivable / Student Billing / Rental Billing:

- Bills and maintains customer accounts
 - Creates & maintains billing entries for student accounts in the Blackbaud tuition management system and communicates with families regarding questions.
 - Communicates with parents to resolve billing discrepancies and past due accounts.
 - Initiates student account refunds.
 - Coordinates total/net account balances with each department when students graduate or leave the school.
- Bills and maintains receivable accounts for building rentals in rSchool system.
- Records and coordinates athletic and activity camp financial data.

Financial Aid Assistance:

- Acts as primary contact with families for financial aid assistance.
- Partners with Accounting Director to assist families with the financial aid assistance process, eligibility, and award communication.
- Records financial aid awards in Blackbaud tuition management system.

General Accounting:

- Posts monthly Blackbaud, rSchool, and athletic/activity camp journal entries.
- Balances monthly ledger, including revenues, accounts receivable, deferred tuition, advance deposits, enrollment, and refund checks.
- Acts as second level review for cash deposits.
- Maintains check log in support of internal controls.
- Rotates with department employees to pick up mail on a daily basis.
- 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 Director.

Date: _____

Signatures: _____

Accounting Specialist - Student Accounts

Accounting Director

Revision Date: 08/05/2021