

McQuaid Jesuit High School

Position Title: Student Billing and Finance Office Coordinator

Position Summary: Under the direction of the VP-Finance, this position is responsible for all aspects of tuition and student spending accounts, including billing, collections and reporting. This position is also responsible for handling all bank deposit activity for the school.

Essential Functions or Key Responsibilities

- Coordination of all tuition accounts, including Enrollment Contracts, student billing, and follow up and collection on delinquent accounts
- Establishment of automatic payment plans and management of EFT's
- Record and deposit all funds received and all returned checks and EFT's
- Assist parents with online tuition payments and Gold Card deposits
- Provide essential audit support
- Provide administrative support for the Finance Department

Experience - One to three years' experience in an office or customer service setting.

Competencies/Skills

- Proficient with mathematical and clerical skills
- Proficient knowledge of MS Office
- Experience with Blackboard and The Education Edge (Blackbaud) a plus
- Excellent customer service skills
- Collection experience including establishing payment plans for tuition accounts including student billing; EFTs, enrollment contracts, etc.
- Prior experience with bad debt collection, i.e. delinquent accounts and returned checks is preferred
- Strong attention to detail
- Accounts receivable or bookkeeping experience preferred

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, sitting, walking, bending, kneeling, and stooping throughout the day. The employee will occasionally lift or move items of 20 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Requirements: Sitting at a desk and working on a computer for long periods, occasional lifting of 20lbs or less, walking to other offices and up and down stairs

Work environment: Shared office with desks, computers, telephones, printers, storage cabinets, etc.

Position Type and Expected Hours of Work - This is a full-time, 12 month position. Days of work are generally Monday through Friday.

How to apply: Go to <https://mcquaid.org/about/careers/>. Interested candidates should submit a resume and letter of interest via email to employment@mcquaid.org on or before July 29, 2020.