



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

POSITION DESCRIPTION

Title: Billing Coordinator (Accounts Receivable)
Reports to: Business Administrator
Work Year: 12 months

Position Focus: The **Billing Coordinator's** basic functions are to compile and maintain the accounts receivable records for the school in professional and confidential manner. The Business Office Accounts Receivable Clerk reports to the Bookkeeper and Accounts Receivable Supervisor.

Spiritual:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

Position Parameters:

- Processes all tuition and incidental receivables
- Maintains current and past records for individual relations accounts
- Prepares and emails monthly invoices to all relation accounts
- Researches and processes all charges and bad checks
- Researches and answers accounts receivable phone inquiries and follows up
- Calls and/or mails correspondence to relations in order to update accounts
- Assists with processing new student information
- Assists with the registration of new and returning students
- Prepares billing schedule for all tuition invoices
- Assists parents with paperwork for financial assistance and scholarships

- Acts as Petty Cash Custodian
- Prepares cash receipts from events, donations and food service
- Maintains daily records of cash receipts and prepares bank deposits
- Conducts all duties and responsibilities in a professional manner, demonstrates respect for superiors and coworkers, and earns the respect of parents and students by assuring the financial affairs between the school and its constituents reflect good faith and the highest integrity
- Assists with special projects as necessary

Qualifications:

- Special training in the area of accounts receivables
- A minimum of 3 years experience in accounts receivable school or business accounting
- Proficient with QuickBooks, Microsoft Office and Excel
- A Christian who is a member of good standing in a Bible believing church