



Department	District/Corporate		
Location	Claremont Campus-District Office		
Job Title	Student Accounts Coordinator		
Reports to	Chief Operations Officer	<i>Title</i>	COO

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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**GENERAL DESCRIPTION**

The Student Accounts Coordinator will be capable of performing all Student Account and Account Receivable tasks necessary in a timely, accurate, and organized manner. The Student Accounts Coordinator will provide exceptional and professional customer service to the families, students, and vendors of Western Christian Schools in a manner that exalts the Lord Jesus Christ, in adherence to generally accepted accounting practices, and within the appropriate Federal, State, and Local laws, and the WCS policies and procedures.

**POSITION DUTIES**

**Student Accounts Responsibilities:**

- Provide a friendly, professional, and caring experience for families and students.
- Maintain enrollment file on each family which includes enrollment contract, tuition charges, and correspondence.
- Have available updated enrollment status reports for each campus and the Board on a periodic basis.
- Confirm/Authorize FACTS account information and tuition to be collected for each family online application. Update FACTS when changes to enrollment and tuition take place.
- Maintain individual accounts consisting of athletic fees, elective class fees, uncollected tuition for past years.
- Invoice for services and fees for Kindergarten through 8<sup>th</sup> grade.
- Assist parents with the registration process and set up payment plans in accordance to current WCS policy
- Maintain Enrollment Status Report on a weekly basis – tracking all admission information including new students, returning and withdrawals.
- Serve on the Financial Aid Committee; notify families of scholarships awards and record the scholarship on the student account upon acceptance, maintain files and provide updated reports on Financial Aid throughout the year following established procedures.
- Assist with financial clearance at the start of school and the end of school.
- Track and maintain student accounts throughout the school year to ensure prompt payment of outstanding balances
- Provide customer service and answer student inquiries regarding their financial status

**Accounts Receivable Responsibilities:**

- Maintain all current student accounts and report major discrepancies to the Business Office Manager
- Reconcile all monies coming into assigned campus, including tuition, other fees, fundraising and donation proceeds, etc. and secure funds until deposit is made.
- Prepare deposits according to established procedures.
- Post entries from cash receipts and accounts receivable journals.
- Assist with annual audit.
- Update appropriate tracking systems for timely billing and collections
- Performing all other responsibilities and projects as needed
- Be available for other responsibilities as assigned by the Business Office Manager or Chief Operating Officer

**POSITION REQUIREMENTS**

- Knowledge of Microsoft Dynamics SL, MS Word, Excel and Outlook
- One year of fundamental accounting principles
- Good organizational and communications skills
- Must be detail-oriented and able to handle tight deadlines
- Must be dependable, a team player, with the ability to make decisions.
- Displays an organized and results-oriented approach, and motivation to perform without extensive direction
- Proficiency in desktop publishing applications
- Fluency in modern communication technologies
- Detail oriented and goal focused
- Remain qualified to serve as a Christian role model being a committed Christian
- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of Western Christian Schools.
- Be committed to implement and enforce policies and follow prescribed procedures.
- Have the skill to make and effectively communicate timely decisions.
- Have the ability to foster creativity and be responsible for innovative ideas.
- Be regular in attendance at a local congregation of choice.
- Be in agreement with the WCS Statement of Faith and be committed to daily prayer and spiritual growth.
- Attend and successfully complete all training for this position, as required at any time by WCS

**Please send your resume to [sattwood@westernchristian.org](mailto:sattwood@westernchristian.org)**