



3435 Birchwood Lane
San Jose, CA 95132
Phone: (408) 945-6530
Fax: (408) 945-9746

ACCOUNTS RECEIVABLE SPECIALIST

Job summary: The Accounts Receivable Specialist is responsible for processing receivables and customer service.
Hired by: CFO
Responsible to: CFO
Evaluated by: CFO
Type of position: Full Time, non-exempt
Wages: Hourly

REQUIRED SPIRITUAL QUALITIES

It is expected that the Accounts Receivable Specialist will...

- Acknowledge Jesus Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice
- Believe and actively support the school's statement of faith and other statements as stated in the school's foundational documents
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in interacting with people
- Actively participate in a local Bible-believing church

REQUIRED PROFESSIONAL QUALITIES

It is expected that the Accounts Receivable Specialist will have...

- At least two years of demonstrated experience in the bookkeeping field
- The ability to handle confidential financial matters
- Working knowledge of accrual based accounting practices
- Computer skills, including email, word processing, excel and be proficient in Microsoft Office
- Knowledge of Great Plains, Blackbaud or similar accounting software program is desired
- The ability and willingness to be a team player in the administrative office
- Strong customer service and communication skills
- A detail oriented mindset, be well organized, and task driven
- The ability to meet deadlines, work independently and collaboratively, and possess a strong work ethic with a high degree of personal initiative

REQUIRED PERSONAL QUALITIES

It is expected that the Accounts Receivable Specialist will...

- Possess leadership ability and respect of peers
- Sign and live by the school's lifestyle statement and declaration of moral integrity as a condition for employment and continued employment in this ministry
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level
- Understand and appreciate the uniqueness in the community
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them
- Meet everyday stress with emotional stability, objectivity, and optimism
- Understand the importance of discernment, discretion and confidentiality
- Promote positive community relations and the public image of the school

RESPONSIBILITIES

The Accounts Receivable Specialist will perform a variety of functions, specific job responsibilities include:

- Handle all aspects of credit and collection for all sites
- Accurately record and deposit all incoming funds for both receivable and fund accounts
- Process EFT transactions accurately and in a timely manner
- Produce accurate bank deposits
- Produce reports as needed by the CFO for monthly and periodic financial reporting. These reports include A/R trial balance, applied documents, accounts due, customer inquiry, etc.
- Represent MCS in a professional manner in person, by phone, and in written correspondence
- Set up and maintain accounts for all families attending MCS including a scheduled payments for tuition
- Invoice all accounts for monthly charges such as tuition, band, tutoring, late fees, late pickup fees, and extended daycare
- Monitor scheduled payments
- Process and monitor changes in account status including, but not limited to, usage
- To age accounts, put paid transactions to history, apply credits, print trial balance and statements, as required in month end procedures
- Enter appropriate transactions for miscellaneous income to the school such as fundraising, donations, fund incomes, etc.
- Receive returned checks, debit student accounts, communicate with family for repayment
- Receive money, input to each student's account, print cash receipts journal for bank deposit
- Research payments, prepare tax receipt and mail to parents upon request
- Research all account disputes
- Maintain files for future reference
- Provide account analysis to parents if requested
- Set up and maintain extended care files and charges, maintaining contracts (hourly and monthly), calculating, entering, and reconciling each. Also maintain sign-in sheets for each extended care team and reproduce for the daycare department
- Prepare spreadsheet to record and monitor BW campus Work Off Hour Programs supplying reports to teachers and parents at specific intervals.
- Stand in as back up receptionist when the need arises
- Aid in maintenance of the student database and process of enrollment
- Assist in special events
- Assist CFO in the smooth flow and operation of the office while maintaining good customer service and relations between families and staff
- Assist the CFO with additional office tasks as needed

ADA PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and or move up to 10 pounds; frequently lift and/ or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.