



Department	District		
Location	Claremont Campus		
Job Title	Student Accounts Specialist		
Reports to	Jennifer Navarro	Title	Finance Director

Type of position:	Hour <u>40</u> / week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Under the supervision of the Finance Director, the Student Accounts Specialist will be capable of performing all Student Account billing and Account Receivable tasks for the Preschool and TK – 8th grades. The Student Accounts Specialist will perform the tasks necessary in a timely, accurate, and organized manner. The Student Accounts Specialist will provide exceptional and professional customer service to the families and students 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. Every position at Western Christian Schools is considered a ministerial position.

POSITION REQUIREMENTS

Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the school.
 Have an understanding of the philosophy and objectives of Western Christian Schools.
 Be regular in attendance at a local Bible teaching congregation of choice.
 Agree with the WCS Statement of Faith and be committed to daily prayer and spiritual growth.
 Remain qualified to serve as a Christian role model being a committed Christian.
 Agree with the WCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10)

Required Duties:

- Provide a friendly, professional, and caring experience for families and students.
- Assist families with the enrollment process and set up payment plans in accordance to current WCS policy.
- Manage student enrollment in Tuition Management for each family, which includes enrollment contract, tuition charges, and correspondence.
- Work with Admissions Coordinator to have available updated enrollment tracker report on a continual basis.
- Maintain student account information in Tuition Management, which includes proper billing of tuition, fees, and credits such as discounts, refunds, in-house payments, and tuition assistance.
- Audit student accounts to assure accuracy and resolve discrepancies.
- Manage timely billing and collections in Tuition Management.
- Communicate with families to address failed and late payments and other payment plan issues.
- Provide financial counseling for families regarding parent options and payment plans to negotiate special arrangements in special situations and direct complicated or escalating situations to the supervisor.
- Serve on the Tuition Assistance Committee; notify families of tuition assistance and grant awards and record them on the student account upon acceptance and provide updated reports on Tuition Assistance throughout the year following established procedures.
 - Manage Buy Now and Give Now items in Tuition Management for various fundraisers, mission trips, and events.
 - Assist with family financial clearance at the start of school and the end of school.

- Maintain a high level of customer service and answer student inquiries regarding their financial status.
- Follow through as appropriate on necessary corrections and adjustments by collaborating with campus departments.
- Provide input for continuous process improvement for student billing operational efficiency.
- Maintain confidentiality and appropriately handle sensitive communications.
- Manage and maintain all current student accounts and report major discrepancies to the Staff Accountant.
- Assist District Office Clerk with on-campus apparel sales to ensure payment devices are working and the proper handling of cash funds.
- Assist District Office Clerk with receiving and reconciling all in-house monies coming in including tuition, other fees, etc.
- Assist District Office Clerk with securing any cash received and preparing cash deposits according to established procedures.
- Assist District Office Clerk with posting cash receipts into accounting system and Tuition Management if related to in-house student account payments received.
- Assist with annual financial statement audit.
- Participate in events outside of the regular business day, such as, but not limited to: Homecoming Festival, Back to School events, Open House and Fundraisers.
- Perform all other responsibilities and projects as needed.
- Be available for other responsibilities as assigned by the Staff Accountant or Finance Director.

OTHER REQUIREMENTS

- Knowledge of Blackbaud products such as Tuition Management, Financial Edge, FENXT, onCampus, onboard, onCore, and onMessage
- Proficient in MS Word, Excel and Outlook
- Proficient in 10-key
- One year of fundamental accounting principles
- Great communication and problem-solving skills
- Make and effectively communicate timely decisions
- Foster creativity and be responsible for innovative ideas
- 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
- Remain qualified to serve as a Christian role model being a committed Christian
- Be committed to implementing and enforcing policies and follow prescribed procedures
- Attend and successfully complete any professional development training related to continued growth for this position
- Have proven evidence of adequate preparation, background, and ability required by the position
- Must successfully complete a live scan criminal background check

The starting pay range for this position is \$19.00 - \$20.50 per hour.

Please submit résumé, cover letter and application to Human Resources at wcsr@westernchristian.org

Western Christian Schools is an independent private Preschool - 12 Christian School located in the Inland Valley. Our campuses include Preschool – Eighth grade in Claremont and High School and an additional Preschool in Upland. Western also offers an Independent Study Program, which may be coordinated with on-campus classes.

Western Christian Schools exists to love the Lord Jesus Christ, to teach the Truth, and to serve others. WCS does not discriminate based on actual or perceived race, age, pregnancy or related conditions, sex/gender, color, disability, national or ethnic origin, military or veteran status or any other characteristic protected by law for a religious organization. WCS is an Equal Opportunity Employer.