



Job Description
ACCOUNTS RECEIVABLE SPECIALIST

POSITION: Accounts Receivable Specialist
UPDATED: June 2026
STATUS: 20-30+ hours/week (Monday-Friday)
YEARLY TERM: 12 months
HOURS: 9:00 am - 4:00 pm (in person within these office hours)

REPORTING RELATIONSHIPS

Supervisor: Director of Finance & Operations
Supervisor Of: N/A

SCHOOL MISSION: To glorify God by equipping under-resourced students academically, socially, and spiritually for future lives of leadership and service.

OVERALL EXPECTATIONS

- **Conduct oneself with professionalism in speech, manner, and dress**
- Maintain confidentiality of sensitive information
- Follow Matthew 18 principle in dealing with conflict with students, parents, faculty, and staff

ESSENTIAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

Specific responsibilities include (but are not limited to) the following:

Accounts Receivable Bookkeeper (Tuition and Fees)

- Tuition Enrollment Agreement *[in conjunction with Assistant to the Business Office]*
 - Assist families with FACTS Financial Aid application or providing necessary tax documents to the Business Office
 - Maintain tracking information on status of financial aid assessment in spreadsheet
 - Prepare and communicate with Families the Financial Aid Award and Annual Tuition from the Financial Aid Committee review and assessment
 - NC Opportunity Scholarship – Monitor students' status with NCSEAA (application / qualified / accepted) and provide tuition schedule
- School Tuition [maintained in QuickBooks]
 - Prepare monthly tuition invoices
 - Set up recurring monthly invoices and payments, as appropriate
 - Receive payments through Hyfin (Credit card, Check, Money Order)

- Prepare monthly past due statement for families
- Application Fees, Enrollment Fees, After School, Summer Camp
 - Maintain support on receipts for checks and money order payments
- Prepare bi-weekly check deposit for Accountant

Record Keeping and Filing

- Follow established procedures and processes
- Document all receipts via Adobe to provide as support for deposits in QuickBooks
 - Organize electronic copy for google drive folders
 - Attach all electronic support documentation in QuickBooks
 - Maintain hardcopy files in an organized fashion and purge when retention is reached
- Record daily tuition and fee deposits in QuickBooks
- Prepare weekly deposit reports for Accounting Manager review

Month-End Work

- Provide outstanding tuition balance report
 - Follow up with families to ensure payment
 - Assist Director of Finance with Benevolence requests

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life.
- Eager to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Bachelor's degree required; advanced degree optional