



STUDENT ACCOUNTS & RECEIVABLES SPECIALIST

Reports To: Assistant Director of Finance **FLSA:** Exempt

GENERAL SUMMARY

The Student Accounts & Receivables Specialist is responsible for day-to-day student billing and receivables functions. This role ensures the accurate posting of tuition, fees, credits, and payments in the student billing system (FACTS) and provides responsive, empathetic support to families with account questions. The position is also responsible for daily deposit preparation, reconciliation of student receivable balances, and timely coordination of data needed for month-end close. By maintaining accuracy in receivables and delivering high-quality customer service, this role contributes directly to the School's financial health and family experience.

This role offers schedule flexibility and may be designed as either a standard full-time (40 hrs/week) or modified full-time (32 hrs/week) position depending on candidate and departmental needs.

ESSENTIAL JOB FUNCTIONS*

Student Billing & Receivables

- Ensure charges, credits, and payments are posted correctly within the student accounting subledger (currently FACTS).
- Liaise empathetically with families regarding billing questions/issues.
- Perform daily cash/check deposits and maintain deposit logs.
- Reconcile FACTS accounts monthly and prepare journal entries.

Cash and Checks

- Receive daily gift batches and checks from the Advancement team, ensuring daily processing, recording, and deposit.
- Accurately record, track, and reconcile all incoming cash from external sources, including Auxiliary Operations and Events.
- Oversee petty cash and cash advance activity, ensuring proper documentation, reconciliation, and compliance with internal controls.

General Accounting

- Perform basic sub-ledger reconciliations.
- Assist with routine audit deliverables related to tuition and AR.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree, preferably in accounting.
- Preferred: minimum of 3 years' experience in a finance/accounting role including.
- Proficiency with Excel and data analytics. Experience with Blackbaud Accounting Software, preferred.
- Strong customer service skills.
- Strong verbal and written communication skills.
- Strong attention to detail.
- Ability to work both independently and as a member of a team.
- Ability to make recommendations and continuously improve processes.
- Ability to work closely with many people throughout the BC High community.

SUPERVISORY RESPONSIBILITY

- None

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment
- Eligible for a 4-day, 32-hour work week

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