**Accounts Receivable Accountant**

**Job Description:**

The Accounts Receivable Accountant will need to be hands on and should be able to efficiently manage the daily operations and strategic objectives of the School's Billing and Accounts Receivable cycle through design, implementation, maintenance and management of all of the School's Accounts Receivable business functions and procedures from billing through the collection process.

**Duties and Responsibilities:**

- Accurately handle student related and other billing activities on specified dates
- Properly record and apply cash, checks and credit card receipts to outstanding student invoices, and where necessary directly interact with families promptly to reconcile discrepancies and questions
- Support annual financial statement audits by compiling the required audit schedules and provide a reconciled statement of outstanding receivables that reconciles with the ledger balance
- Assist with month-end financial statement closings by providing a verified listing of the month end billings as well as a statement of the reconciled outstanding student and other balances
- Support Accounts Payable activities, perform other accounting tasks, and participate in accounting projects on an as required basis
- Support Management by distributing timely and accurate Accounts Receivable information

**Experience Required:**

- Have a BA/BS Degree in Finance/Accounting or a commensurate level of relevant Accounts Receivable experience (minimum of 4 years work experience in managing Accounts Receivable activities)
- Will demonstrate extensive knowledge and understanding of the proper accounting treatment for accounts receivable transactions from an audit standpoint
- Must have experience and be able to demonstrate proficiency with computerized Accounts Receivable software applications as well as Microsoft Office software. Veracross experience a plus.
- Should be hands on, be a self starter, disciplined, and detail oriented with the ability to work independently in a fast paced and high volume environment that requires uncompromising accuracy and timeliness
- Have well-developed analytic and problem solving skills
- Have highly developed communication and interpersonal skills and the ability to handle sensitive and confidential information.
- Should exhibit strong customer service skills when dealing with families and school personnel at all levels