



Christian Brothers High School

Job Description

Job Title: **Student Accounts Biller**
Reports to: Chief Financial Officer
Status: Full-time FLSA Status: Non-Exempt
Salary: DOE

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

Performs daily activities related to student accounts, including providing excellent customer service and reviewing student accounts, account communications, and collections. In addition, it serves as an advocate and advisor to assist students and families with their financial obligation inquiries.

Acts as primary contact for students, parents, CB personnel, and other involved parties concerning student accounts. Advises parents regarding their payment options and financial policies.

General Duties:

1. Manage application and committee review process closely with Registrar, Admissions Department, Dean of Students, Counseling, Assistant Principal, Philanthropy, and Communications Departments.
2. Manage 1100+ student accounts.
3. Implement, manage and monitor the collection process to completion.
4. Collect funds on checks returned for insufficient funds or closed accounts.
5. Prepare and distribute required documents to the collection agency when other options have been exhausted.
6. Reconcile FACTS, and PowerSchool enrollment for all students.
7. Incidental expenses billing
8. Answer phones, take and deliver messages, and provide customer service to the Christian Brothers' families

Receivable Duties

1. Processing transactions and performing accounting duties such as account maintenance, recording entries, and reconciling accounts.
2. Maintain bookkeeping databases and spreadsheets, updating information as needed.
3. Communicate with previous families to request payment and arrange payment plans.
4. Collect payments from customers and accurately record it into the system.

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“The Place to Be.”



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5. Create reports and balance sheets that document overall profits and losses.
6. Update student accounts based on payment or contact information.

Qualifications

1. Able to read and interpret documents such as operating instructions, procedural manuals, and budget and financial reports.
2. High professionalism and demeanor result from previous management and accounting experience.
3. Good communication and listening skills.
4. Good customer service and negotiation skills.
5. Patient, even-tempered, and works well under pressure.
6. Able to be an effective team player and interacts well with others.
7. Very organized and detail-oriented.
8. Able to maintain confidentiality.
9. Able to write routine reports and correspondence.
10. Able to speak effectively with individuals and groups of customers or associates of the organization.
11. Effective time management skills.
12. Able to accept constructive criticism.
13. Able to work overtime as the job requires.

Education and Experience

1. Associate's degree or equivalent from a two-year college or technical school or six months related experience and training; or equivalent combination of education and experience.
2. Prior administrative experience.
3. Excellent computer skills
4. Desire to be proactive and create a positive experience for others.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have read the job description above and understand my responsibilities as defined by it:

Employee Signature Date _____
Supervisor Signature Date

This document neither constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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