



Finance and Accounts Receivable Coordinator

Department: Wheaton Academy Business Office

Reports To: Wheaton Academy COO / CFO

Classification: 12-month staff position

Hours: Full-time

Benefits: Applicable per designated classification

Prepared Date: 2019

Job Summary: The *Finance and Accounts Receivable Coordinator* provides budgeting support and projections for select school departments and affiliates. This position also processes incoming and out-going payments to ensure accounting is accurate and audit ready at all times.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

1. Finance:
 - a. Build and maintain budget projections for select school departments and affiliates.
 - b. Secure proposals and take part in final decision-making for purchases and organizational business matters for select school departments and affiliates.
2. Accounts Receivable:
 - a. Manage Student Tuition Accounts in SMART Tuition:
 - i. Review reports to ensure billing accuracy.
 - ii. Record payments in the financial package.
 - iii. Work with Smart Tuition to ensure all families are billed at the beginning of each academic year. This requires completing templates and providing accurate data to SMART Tuition.
 - iv. Resolve collections by working with families who are past due. This includes following up on past due payments via email and phone calls; working with families to devise alternate payment plan if needed; and ensuring compliance to payment plans.
 - v. Communicate with families via email and phone call when they have questions regarding tuition.
 - vi. Work with Student Services to identify students who are ineligible to re-enroll due to past due status.
 - b. Financial Aid:
 - i. Process applications.
 - ii. Prepare financial analysis for Financial Aid Committee meetings and participate in financial aid decision making.
 - c. Banking: Prepare, record, and process deposits.
 - d. Cash Management
 - i. Maintain petty cash account balances, reconciling them weekly. Organize and properly secure cash on hand.
 - ii. Dispense cash in accordance with approved procedures, maintaining disbursement records.
 - iii. Receive and properly record cash receipts from cafeteria and all student activities.
 - iv. Maintain appropriate files for cash receipts and disbursements to provide an audit trail for year-end audit.
 - e. Financial Package & General ledger
 - i. Record journal entries as needed.
 - ii. Provide data to Business Manager as needed for weekly meetings with COO and Finance & Audit Committee according to meeting schedule.
 - iii. Participate in on-going training of FE NXT.

The *Finance and Accounts Receivable Coordinator* must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This individual must maintain active participation in a protestant evangelical church.



The ideal candidate will have a bachelor's degree and significant work experience demonstrating strong acumen in bookkeeping, creating budgets and making budget projections. The ideal candidate will also have experience with *Financial Edge*. He or she will possess a strong work ethic; enjoy problem solving; and communicate professionally and patiently with parents, students, and colleagues. The ability to handle sensitive confidential information is required. In addition, this individual will support the decisions made by the Executive Team as it relates to tuition accounts, financial aid, and any other items.

Skills and competencies: Organization, accounting, analytical and data entry skills; Comfortable working with and learning financial software; Attention to detail and thoroughness; Strong reporting skills; Strong written and verbal communication skills; able to handle large amounts of confidential information especially as it relates to families attending Wheaton Academy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.