



Accounts Receivable – Part Time

Job Description: At Seacoast Christian School, the individual working within Accounts Receivable is vital to the overall healthy operation of the school. This individual must have high-quality communication skills, ability to work independently, experience working with Microsoft products (particularly Excel), a high-level understanding of confidentiality, and a passion for faith-based organizations. The accounts receivable position will work directly with the School Bookkeeper and report to the School Board Treasurer regularly. As an employee of Seacoast Christian School, this individual must read, agree with, and adhere to the Statement of Faith and any/all employee policies.

Duties and Responsibilities:

- Expected to work two to three full days a week. One full day in person at school is required.
- Be the main contact for families with all school-related financial questions.
- Contact all families to set up tuition payment plans each school year
- Create a spreadsheet of the family tuition schedule for the bookkeeper to set up invoices in QBO.
- Finalize FACTS payment plans in the FACTS system.
- Send invoices to families as needed for ClassWallet reimbursements.
- Ensure families stay current on payments and send out reminders on overdue invoices.
- Make deposits as needed to M&T Bank.
- Connect with bookkeeper as needed.
- Report once a month to the board Treasurer.