



**Position Opening:** Finance and Billing Associate

**Type:** Full-time 12-month staff position

**Application Deadline:** Until filled

**Start Date:** June 15, 2020

## **Finance and Billing Associate**

The Finance and Billing Associate supports the general operations of the Business Office, working collaboratively with the Associate Business Manager and reporting to the Director of Finance. The primary responsibilities include day-to-day bookkeeping, maintenance of the general ledger, supporting the school's purchasing process, and overseeing the school's tuition billing and collection. The Finance and Billing Associate reconciles accounts to ensure their accuracy. The successful candidate will be a dynamic, detail-oriented, technologically savvy individual with excellent communication skills, a collaborative work style, and the ability to work in a fast-paced environment with a commitment to education.

### **Responsibilities**

#### Student Billing / Accounts Payable and Receivable

- Manage aspects of day-to-day bookkeeping including, but not limited to, recording payroll and all organizational revenue and expenditure entries to the general ledger on a timely basis
- Oversee accounts payable function from vendor setup to cash disbursement, including account coding and supervisory approval of all payment requests
- Maintain and administer all aspects of student billing accounts with the school's third-party tuition payment company to ensure all accounts are reflected accurately
- Reconcile tuition receivable from tuition system to general ledger monthly
- Provide support to families during (re-)enrollment process and assist in answering questions on their accounts
- Assist in the financial aid process; monitor receipt of financial aid applications and documentation. Upload financial aid awards into the contract system
- Follow up with families that are in arrears, monitor account aging, and serve as first-line for collection of unpaid bills, with escalation to CFO as needed
- Support billing/payment logistics associated with ancillary programs and revenue-generating events, as needed

#### Cash Receipts and Cash Monitoring

- Process all incoming cash receipts and deposits, including annual fund and endowment receipts
- Prepare remote bank deposits and monitor and reconcile electronic payments
- Monitor and provide weekly reports on the school's bank accounts and cash balances
- Follow up on returned checks

### Accounts Payable and Purchasing

- Manage the corporate credit card program
- Approve division and department purchases, as needed (Amazon, etc.)
- Assist with the purchase and approval of books and supplies from the Ohio Department of Education

### Additional Business Office Responsibilities

- Assemble information for external auditors for the annual audit
- Monitor student and faculty trips and conferences, including credit cards for chaperones, petty cash and travel expense documentation and travel insurance for participants, as needed.
- Managing the Federal Milk Program
- Other duties as assigned

### Skills and Competencies

- Superior computer skills and outstanding attention to detail
- Ability to maintain confidentiality in all matters pertaining to finances and personnel
- Expert in Blackbaud Systems (Smart Tuition, NXT, DiamondMind, etc) and Excel
- Ability to prioritize and self-direct
- Ability to communicate articulately and effectively in writing and in person with the entire MVCDS community, including parents and students
- Must be customer service driven, logical, and able to problem-solve
- Positive outlook and sense of humor

### **Credentials**

The Finance and Billing Associate candidate should have an associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of Blackbaud Financial Edge software.

### **Background check**

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

## **Maumee Valley Country Day School**

Maumee Valley is a community of lifelong learners. Our vision is to provide a Personal, Experiential, and Global education to each child. As the only secular, PS-12 independent school in northwest Ohio, Maumee Valley supports students within a rigorous academic program on their journey to finding the right fit for college and career. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing

commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal educational journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world. MVCDS is a place where diverse learners, voices, stories, and experiences unite to empower and educate our community members.

A Maumee Valley employee puts students at the center of decision making. The successful candidate is a resourceful and innovative individual who engages in the life of the school and builds relationships across various school constituencies. We ask all of our employees to:

- Fully embrace [MV's mission and values](#), [MV's Vision](#), [the portrait of an MV graduate](#), and [the portrait of an MV educator](#)
- Recognize, embrace, and engage in [diversity, equity, and inclusion](#) work
- Work collaboratively
- Cultivate an environment of continuous growth
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

## **HOW TO APPLY**

Please email your documents in one PDF to [hr@mvcds.org](mailto:hr@mvcds.org). Documents needed: [MVCDS Application](#), cover letter, resume, and three written professional letters of reference, and a copy of college transcripts. Please use the title of the position in the subject line of your email.