



Academy of Our Lady of Peace

Accounts Receivable/Staff Accountant Job Description

The **Accounts Receivable/Staff Accountant** at the Academy of Our Lady of Peace (OLP) is an integral team member of the Business Office. This position is responsible for accounting functions ensuring accurate and timely financial information. Creates financial transactions that includes posting information to accounting journals, worksheets, and accounting software systems. The Accounts Receivable Accountant manages all aspects of accounts receivable management including but not limited to tuition and reconciling accounts.

Responsibilities include:

Accounts Receivable

- Record revenue from all sources and provide accounting support .
- Record and manage tuition and fee payment, collection and recording in the general ledger and FACTS (subledger)
- Oversee enrollment of students including collection of tuition contracts, ensuring tuition accounts set up and collection and recording of registration fees.
- Communicate with Admissions departments regarding the status of returning students during re-enrollment
- Review annual enrollment contracts and adjustments for completeness and ensure accurate billing of all tuition related revenue.
- Onboard new family tuition agreements and track tuition assistance grant awards
- Parent contact for collections, billing issues and tuition and fees.
- Apply annual payer discounts, tuition assistance and/or scholarships to FACTS accounts (subledger) and record in the general ledger.
- Ensure that the school tuition delinquency policy is enforced and maintain tuition write offs to a minimum
- Process, collect and record all incidental revenue in the GL for all school fees – summer school, athletics, enrichment camps, transportation etc.
- Maintain donation, grant and pledge accounting and recording of revenues as restrictions are satisfied in accordance with GAAP
- Complete aging and analysis reports monthly
- Support tuition assistance process, preparing schedules, worksheets and recording in systems.
- Assist with tuition assistance application review and awards.

General Accounting

- Record cash receipts including cash, checks, credit card and ACH.



- Responsible for deferred tuition amortization entries and deferred tuition assistance in the GL
- Prepares journal entries, daily bank activity including recording cash receipts, credit card deposits, wire transfer and ensuring coding is accurate and reconciles supporting documents.
- Reconcile all credit card activity to the bank statements, close to appropriate revenue account and post to the GL. Process all credit card refunds and issue transaction and reconciliation records.
- Record cash, checks, tuition FACTS remittance, stock donations, ACH and wire transfers in the GL.
- Coordinate with Advancement Office to ensure all gifts and pledges are accurately accounted for (restricted/ unrestricted gifts)
- Assist with month end close with documentation and reconciliations
- Assist with annual audit, including preparation of year end schedules, reconciliation and PBC list.
- Provide accurate and timely financial reporting as required.
- Prepares and maintains records to ensure accounts are justified and reviews accounting information to identify and resolve inaccuracies or imbalances.
- Contributes and assists in maintaining internal controls to keep the accounting and financial processes of the school to comply with regulation, best practices and ensure accurate financial accounting.
- Assists in special projects and duties as necessary to meet the ongoing needs of the organization.

Qualifications/Experience

- Bachelors' Degree, preferably in Accounting or Finance from an accredited school/university
- Minimum 5 years' experience: in accounting/finance
- Non-Profit/Independent School industry experience preferable.
- Experience in Blackbaud Financial Edge NXT strongly preferred.

Skills & Abilities

- Ideal candidate must demonstrate ability to think critically, problem solve and communicate clearly in collaborative environment
- Strong Interpersonal and technological skills with excellent organizational and administrative skills with high attention to detail.
- Maintain discretion and appropriately handle confidential or sensitive information
- Strong technology skills necessary to navigate software data integration and reporting and major accounting system experience.



- Proficient in Microsoft Excel & Word.
- Excellent written and oral communication skills; read and interpret data, information, and documents.
- Ability to analyze and solve problems using math and mathematical reasoning.
- Thrives in working in a team-driven environment.
- Interact with School faculty/staff and other organization with a focus on customer service.

This is a full time Exempt position.

As an organization, Academy of Our Lady of Peace is committed to hiring individuals who value a growth mindset and who are invested in cultivating an inclusive environment for all stakeholders and who are committed to upholding the mission of our school and the charism of The Sisters of St. Joseph of Carondelet.

School Mission Statement

Founded and rooted in the Gospel values of the Catholic church and the charism of the Sisters of St. Joseph of Carondelet, the Academy of Our Lady of Peace empowers young women in an innovative learning environment that honors the individual while fostering community, and develops faith-filled leaders dedicated to the “love of God and the dear neighbor without distinction.”