

## **Accountant - Revenues and Receivables**

Brooklyn Friends School seeks a full-time Accountant – Revenue and Receivables to join our Business Office team. The Accountant in this role will work to support the accounting operations of Brooklyn Friends School by managing student accounts receivable and accounting for school revenues. As a member of the Business Office, this individual is expected to maintain cordial, flexible, and professional relationships with colleagues and parents.

Successful candidates will have accounting and systems experience, and be detail-oriented to ensure accurate recording, reconciliation and reporting. This role requires a responsive, action-oriented person who can operate both independently and as a vital team member within a fast-paced environment.

### **RESPONSIBILITIES**

*This position reports to the Business Office Manager.*

#### **Accounts Receivable and Student Billing**

- Maintain all aspects of student accounts and billing through TADS Tuition Management and Billing software, including:
  - Ensure that the electronic transfer and set up of student accounts in TADS during the annual admissions and enrollment process is complete and accurate.
  - Apply financial aid, tuition remission and scholarship grants to student accounts.
  - Coordinate faculty/staff tuition payments made through payroll and apply monthly payments.
  - Apply tuition insurance premiums to student accounts and process claims.
  - Review monthly account billing and payments.
  - Process adjustments, charges, credits and refunds as required.
- Serve as primary point of contact for parents with regard to student accounts and billing; correspond with parents to answer questions and resolve issues.
- Generate monthly aging reports for receivables and follow-up to collect accounts in arrears.
- Serve as liaison with Enrollment and the Registrar on all aspects of student accounts.
- Record entries for all revenues and receivables to Senior Systems general ledger and accounts receivable, including those from the school's auxiliary programs.
- Reconcile TADS student account balances with Senior Systems Accounts Receivable monthly.
- Process all revenues received, including cash, checks, credit cards, and incoming wire transfers for all school activities.

#### **Accounting**

- Prepare and reconcile analyses of tuition, deferred revenues, forfeitures and other revenues to general ledger accounts monthly.
- Prepare reconciliation of contribution revenue generated by Advancement Office monthly
- Inform staff regarding policies and procedural guidelines for the purpose of processing transactions and maintaining sound internal controls.
- Serve as a back up to other Accounting functions when necessary.
- Support the annual audit of financial statements by compiling the required audit schedules.
- Perform other duties as may be assigned at the discretion of the Business Office Manager or CFO.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree required. BA or BS in Accounting or Finance preferred.
- Knowledge of general accounting principles
- 5+ years of work experience in an accounting function, accounts receivables and/or student billing function. Relevant experience in an independent school or nonprofit environment preferred.
- Experience using accounting software is required; knowledge of Senior Systems and TADS Tuition Management is a plus.

## **REQUIRED PROFESSIONAL QUALITIES**

- Ability to demonstrate proficiency with the use of accounting systems and Excel; facility with other Microsoft Office products.
- Ability to communicate effectively with all constituents in a school environment.
- Ability to work independently as well as collaboratively with business associates, faculty and staff.
- Ability to protect highly confidential information and to maintain complete confidentiality.
- Ability to prioritize and manage multiple responsibilities in a self-directed manner.
- Ability to model poise and professionalism, and to positively represent the school in all circumstances.
- Excellent organizational skills and attention to detail.
- Excellent analytical, problem solving and decision making skills
- Strong sense of customer service.

Guided by our [mission](#) Brooklyn Friends School is committed to maintaining an environment in which all people are respected and valued. To that end, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated.

### **To apply, please provide the following:**

1. Cover letter addressed to Christine Schwegel, Chief Financial Officer. The letter should describe your interest and experience.
2. Resume.
3. List of three professional references.

**Please email the above as attachments to:** [businessofficeposition@brooklynfriends.org](mailto:businessofficeposition@brooklynfriends.org).