



TITLE: Student Finance Coordinator

QUALIFICATIONS:

Accounting and HR experience, customer service skills, experience with Microsoft Excel and Word, ability to learn payroll, accounting and school recordkeeping software. Sage accounting software knowledge is a plus.

REPORTS TO:

Finance Officer

POSITION GOAL:

Work with Finance Officer for administration and customer service with regard to tuition payment arrangements and registration.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain all ACE Scholarship applications and compliance deadlines, including family assistance
2. Process payments from customers in the office and over the phone
3. Assist customers with registration and tuition arrangements in the office and over the phone
4. Maintain and administer bi-monthly ACH payments for tuition loan agreements and daycare payments
5. Maintain records in school registration and tuition software, input registration and tuition information, parish subsidies, fees and payments
6. Maintain family fundraising records and invoice families accordingly
7. Assist with accounts receivable as necessary, including late payment follow-up and payment plan guidance
8. Record and prepare correspondence for tuition loan agreements
9. Assist customers with Scrip purchases when necessary
10. Process bus charges and payments
11. Assist in payroll processing to serve as backup processor
12. Attend staff meetings as necessary
13. Other duties as determined by Finance Officer

TERMS OF EMPLOYMENT:

Twelve (12) month year

20 - 25 hours per week

Hourly wage negotiable

Probationary period is six months

EVALUATION: Yearly by Finance Officer