



Order of the Company of Mary Our Lady
PROVINCE OF THE PACIFIC
| Orden de la Compañía de María N.S.

Accounts Receivable Specialist

Saint Jeanne de Lestonnac School – Tustin, CA

This position will work in collaboration with the School Principal and Regional Business Manager to support the administrative functions for the department. For the finance department, the position will support with accounts receivable, processing all payments, tuition management, and proper recording of transactions. It will also coordinate the administrative records for FACTS, including and not limited to billing.

This position reports to: The School Principal, Vice Principal and Regional Business Manager
Status: Full-time/hourly/non-exempt

JOB DESCRIPTION

- Maintain up-to-date billing system
- Generate and send out invoices, tuition and other program fee's i.e., lunch
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate and review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash, etc.
- Process credit card payments
- Prepare bank deposits
- Investigate and resolve customer queries
- Process adjustments
- Communicate with parents (clients) via phone, email, mail or personally
- Perform other duties as needed
- Perform other task and projects assigned by School Principal, Vice Principal and/or Business Manager.

QUALIFICATIONS & SKILLS

- Knowledge of accounting and bookkeeping practices and principles is desirable
- Knowledge and experience in computer operations and Quickbooks is desirable
- Skill in maintaining and reconciling accounting and financial records
- Pro-active, analytical skills
- Attention to details and accuracy.
- Ability to maintain a high level of confidentiality.

- Ability to maintain a good working relationship with others.
- Ability to function in a changing environment.
- Ability to establish and rearrange priorities. Respect for Catholic culture and spirituality.
- Education: Undergraduate degree required or equivalent in work experience.
- Experience in religious organizations are a plus.
- Bi-lingual Spanish is a plus.
- Exceptional ability to communicate, both verbally and written, effectively with guests, vendors and co-workers.
- Strong ability to read, write and speak English language fluently.
- Experience or ability to quickly become proficient in FACTS, Microsoft Office, and various computer programs.
- Ability to identify and resolve problems in a timely manner; develop alternative solutions; and use reason even when dealing with emotional topics.
- Proven ability to build positive team spirit.
- Ability to prioritize and plan work activities.
- Valid California Driver's License with good driving record.

Submit cover letter with salary requirements and resume to the HR Department, Order of the Company of Mary – Our Lady. 16791 East Main Street, Tustin, CA 92780 or email jobs@odnusa.org. Open until filled.

Salary range: \$21 to \$25 per hour