



**Bellarmino**  
College Preparatory

## ***Accounts Receivable Accountant***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Accounts Receivable Accountant is primarily responsible for accepting and recording all deposit related activity and maintaining the accuracy of the student accounts, accounts receivables and integrity of the financial reporting requirements. S/he must be highly organized, accurate and demonstrate attention to detail. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Prepare all billing/invoicing and promptly reconciles all discrepancies
- Manage and maintain integrity of databases to include 3<sup>rd</sup> party tuition billing vendor and Student Lunch accounts
- Manage all student billing correspondence to include payment plans for tuition, fees, and tuition assistance awards ensuring accurate and timely recording to general ledger
- Ensures receivables are current by performing regular follow-up on past due accounts
- Record, prepare and verify accuracy of all deposits per Business Office processes
- Ensure all deposit transactions are accurately entered or imported into the Financial Edge account system
- Works closely with Admissions and/or Registrar to accurately record all enrolled students and tuition assistance recipients
- Works closely with Development to ensure proper deposit backup and reconciliations are completed, any variance clearly explained and subsequently cleared
- Assist and complete month-end close and performs account reconciliations as assigned
- Main point of contact for reporting needs and maintains auto generated report module
- Complete discretion and confidentiality required

### **Other Duties:**

- Acts as direct contact with other departments and volunteers. Handles confidential and non-routine information, explains policies when necessary, and provides support as needed
- Maintain formal written desk procedures and annual calendar
- Backup to tuition assistance and accounts payable as needed
- Collect and enter new vendor W9 information and assist with EFT maintenance
- Assist with petty cash and cash boxes as needed
- Backup to other Business Office functions as necessary
- Other duties or responsibilities/projects as may be assigned

### **Minimum Qualifications/Skills:**

- High school diploma and two years accounts receivable experience. Bachelor's degree in related field preferred
- Demonstrated competency with accounts receivable payable software applications, Financial Edge a plus
- Demonstrated attention to detail with problem solving/analytical skills and ability to work under pressure and meeting deadlines
- Proficient in 10-key, basic word processing and spreadsheet skills
- Ability to communicate effectively and professionally both on an internal and external basis

- Strong working knowledge and proficient with MS Office applications, and the ability to operate all other applicable software
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and interact with internal and external constituents
- Ability to work effectively with staff at all levels, displaying a positive attitude
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects through to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects simultaneously

**Physical Requirements:**

- Ability to lift or move up to 15 pounds as needed
- Ability to sit, stand, and/or move around the work area, Business Office, and Building
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

**General Information:**

- This position is regular, non-exempt position
- This position is benefits eligible
- Work hours are typically Monday through Friday from 8:00 am to 4:30 pm. Working evenings and/or weekends may be required as needed. This position may not take PTO during peak times to include audit timeframe.
- This is not a telecommuting position

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**To Apply Online:** Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating “AR Accountant” in the subject line of the e-mail.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmino may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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