

JOB OPENING
Accountant/Accounts Receivable

Mullen High School, a Catholic co-educational Lasallian college preparatory school (grades 9-12) founded in 1931 by the Brothers of the Christian School and belongs to one of the largest educational networks in the world is seeking to hire a seasoned, energetic, committed Accountant/Accounts Receivable person. This position reports to and works closely with the CFO to positively impact the functions of the Accounting Department. The individual in this position will have a significant impact in monthly posting, collections, and analyzing reports.

Essential Job Functions:

- Post daily/monthly/annual charges, credits, adjustments, refunds, etc. to student's accounts
- Manage 3rd Party processing to include annual set up, importing and posting bi-monthly payments into internal accounting system, monitor daily/weekly delinquent accounts, answer/research parent payment plan inquiries
- Process annual student enrollments via internal accounting and 3rd party payment system
- Maintain accounts receivable aging and follow up on delinquent accounts
- Provide collection agency with accurate and timely information. Post all collections activity and reconcile collections accounts to the internal accounting system
- Provide assistance with the annual Tuition Assistance process
- Maintain Accounts Receivable aging report; follow up on delinquent accounts according to established policies and procedures
- Post invoices monthly to parents portal
- Post grocery certificate activity for monthly reconciliation
- Follow up on enrollment payment plans to include registration fee and timely enrollment in 3rd party payment service
- Assist with annual audit as assigned
- Provide customer support to internal and external customers which includes receiving payments, processing credit card payments, faculty/staff/vendor inquires, assigning PO's, provide change, answering miscellaneous school inquires, etc.

Skills

- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP)
- Working knowledge of relevant computer applications and MS Office
- Accounts receivable and collection background
- Demonstrated organizational skills, attention to details, high degree of accuracy, time management, deadline oriented, and ability to problem solve
- Ability to work independently with minimum supervision
- Requires strong oral and written communication skills; cross departmental communication with Administration, Counselors, Teachers, Students and Staff
- Ability to handle confidential information and matter

Qualification:

- Bachelor's Degree in Accounting or relevant field
- At least three – five years of accounting or equivalent experience, with emphasis and accounts receivable and collections
- Prefer Blackbaud experience, particularly in Accounts Receivable
- Prefer FACTS Management experience

Submit cover letter, resume and three references to hr@mullenhigh.com by July 31, 2017