



Christian Brothers High School

Job Description

Job Title: **Student Accounts Manager**
Reports to: Director of Finance
Status: Full-time FLSA Status: Non-Exempt
Salary: DOE

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

Performs daily activities related to student accounts, including providing excellent customer service and reviewing student accounts, account communications, and collections. In addition, serves as an advocate and advisor to assist students and families with their financial obligation inquiries.

Acts as primary contact for students, parents, CB personnel, and other involved parties concerning student accounts. Advises parents regarding their payment options and financial policies.

General Duties:

1. Manage application and committee review process closely with Registrar, Admissions Department, Dean of Students, Counseling, Assistant Principal, Philanthropy, and Communications Departments.
2. Manage 1100+ student accounts.
3. Implement, manage and monitor the collection process to completion.
4. Collect funds on checks returned for insufficient funds or closed accounts.
5. Prepare and distribute required documents to the collection agency when other options have been exhausted.
6. Reconcile FACTS, and PowerSchool enrollment for all students.
7. Incidental expenses billing
8. Answer phones, take and deliver messages, and provide customer service to the community's residents.
9. Manage the process for charging, recording, and communicating all fines, fees, and miscellaneous charges assessed to residents.

Account Payable/Receivable Duties

1. Managing accounts payable using accounting software and other programs.
2. Handling accounts payable for separate entities and vendors.

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3. Establishing and maintaining relationships with new and existing vendors.
4. Ensuring bills and payroll are paid promptly and accurately while adhering to departmental procedures.
5. Processing due invoices for payments.
6. Comparing purchase orders, prices, terms of payment, and other charges.
7. Processing transactions and performing accounting duties such as account maintenance, recording entries, and reconciling books of accounts.
8. Maintain bookkeeping databases and spreadsheets, updating information as needed.
9. Communicate with previous clients and customers to request payment and arrange payment plans.
10. Collect payment from customers and accurately record it into the system.
11. Create reports and balance sheets that document overall profits and losses.
12. Update client accounts based on payment or contact information.

Qualifications

1. Able to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percentage, pro-rations, occupancy averages, and rents per square foot.
2. Able to read and interpret documents such as operating instructions, procedural manuals, and budget and financial reports.
3. High professionalism and demeanor result from previous management and accounting experience.
4. Good communication and listening skills.
5. Good customer service and negotiation skills.
6. Patient, even-tempered, and works well under pressure.
7. Able to be an effective team player and interacts well with others.
8. Very organized and detail-oriented.
9. Able to maintain confidentiality.
10. Able to write routine reports and correspondence.
11. Able to speak effectively with individuals and groups of customers or associates of the organization.
12. Effective time management skills.
13. Able to accept constructive criticism.
14. Able to work weekends or overtime as the job requires.

Education and Experience

1. Associate's degree or equivalent from a two-year college or technical school or six months to one-year related experience and training; or equivalent combination of education and experience.
2. Prior administrative experience.

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3. Excellent computer skills, especially typing.
4. Attention to detail.
5. Multilingual may be preferred or required.
6. Desire to be proactive and create a positive experience for others.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

This document neither constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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