



## Student Billing Specialist

Lexington Christian Academy is seeking a **Student Billing Specialist**. This is a full-time, hourly 12 month position that reports to the Director of Finance.

### POSITION PURPOSE

The Student Billing Specialist's primary responsibilities are to maintain the Student Billing system and the payment collection system. Further, the Student Billing Specialist is responsible for managing the receipt and subsequent deposit of all monies received by LCA.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

#### Maintain student billing records by:

- Ensuring that all student records in the Student Billing system are updated with appropriate billing amounts and payments. This includes running reports and working closely with the Director of Admissions to ensure that students are appropriately progressed and billed accordingly, as well as ensuring that remittances received from our third party tuition collection vendor are applied to accounts appropriately.
- Working closely with our third party tuition collection vendor to ensure that all families are being billed according to their student's respective grade level(s), that remittances are received in a timely manner, and that the system is operating according to the needs of the families and LCA.
- Working closely with the General Ledger Specialist to ensure that all bill codes are set up to appropriately match corresponding account numbers within the general ledger system.
- Maintaining complete and accurate student billing records, to include, updated annual Statement of Financial Agreement forms, notes pertaining to altered billing schedules and payment arrangements, and requests made by families and administrators regarding changes in grade level, length of days, and other LCA sponsored education assistance programs.
- Reviewing the accounts receivable aging report, no less than monthly, to determine accounts that are in a past due status.

**Monitor past due accounts by:**

- Working closely with families who are delinquent to ensure that payments are collected.
- Coordinating regularly with the Director of Admissions regarding student accounts that are significantly behind, possibly warranting dismissal from LCA.
- Meeting regularly with the Director of Finance regarding student accounts that are past due or accounts that are experiencing payment problems, to allow for appropriate follow up with families.
- Making the Athletic department aware of athletes with past due balances on athletic fees, that have not otherwise been addressed.

**Process all deposits received by LCA by:**

- Verifying that deposits have been logged into the cash log.
- Verifying the accuracy and timeliness of the deposits received.
- Entering all deposits into the Cash Receipts system.
- Making sure all deposits are kept in a secure location, when they are not at the bank.
- Ensuring that all deposits are taken to the bank daily.
- Verifying the amount of the deposits once the bank has completed the deposit, and ensure that the Staff Accountant has the appropriate documentation needed to post all cash transactions to the general ledger.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- None

**REQUIRED KNOWLEDGE:**

- Student billing and/or accounts receivable

**REQUIRED EXPERIENCE:**

- Knowledge of RenWeb and FACTS preferred
- Accounts receivable experience preferred
- Customer service
- Cash handling experience preferred

**SKILLS/ABILITIES:**

- Effective and compassionate communicator
- Strong analytical skills and organizational skills
- Ability to work with systems trainers remotely

**TO APPLY:**

Interested candidates should attach their saved **LCA Staff Application** .pdf and resume in an email to Julia Leopold, Director of Human Resources, [jleopold@lexingtonchristian.org](mailto:jleopold@lexingtonchristian.org). The LCA Staff Application is available as a fillable .pdf on the right side of our employment webpage: <http://www.lexingtonchristian.org/about-us/joinus.cfm>.