



Accounting Specialist - Student Accounts Job Description

Purpose of Position:

The Accounting Specialist provides accounting support for DMC through customer billing and follow-up, financial aid assistance, cash and payment processing, general ledger entries, and account reconciliation. This position keeps accurate and timely financial records while providing a high level of customer service and being a trusted and confidential representative of the school.

Position:

- Full-time - 40 hours per week
- Calendar Year
- Non-exempt, Hourly Employee

Reports To: Accounting Director

Direct Reports: None

Qualifications:

- Associate's degree in accounting, business, or a related field, or an equivalent combination of education and relevant professional experience.
- Accounting experience preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrates commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized by integrity and maintains strict confidentiality.
- Exercises sound judgment and discretion when handling sensitive matters.
- Applies critical thinking and problem-solving skills.
- Energized by accuracy and details.
- Ability to understand and use various types of systems.
- Provides responsive, professional customer service.
- Communicates clearly and effectively in both written and verbal formats.
- Adapts communication style to suit different audiences.
- Demonstrates initiative in identifying process improvements and resolving discrepancies.
- Works effectively both independently and as part of a collaborative team.
- Thrives in a dynamic environment by demonstrating flexibility, adaptability, and a willingness to respond to emerging needs and shifting priorities.



Responsibilities:

Accounts Receivable / Student Billing:

- Bills and maintains customer accounts
 - Creates and maintains billing entries for student accounts in the Blackbaud tuition management system.
 - Monitors past-due balances.
 - Communicates with families to resolve billing discrepancies and delinquent accounts.
 - Initiates student account refunds.
 - Collaborates with each department when students graduate or leave the school.
- Reconciles enrollment counts with Admissions.

Education Savings Accounts (ESA) Administration:

- Manages the school's ESA tuition submission and payment process in accordance with program guidelines through the state-contracted ESA platform.
- Provides support to families regarding ESA procedures and timelines.
- Monitors ESA account activity to ensure processing of tuition payments to the school.

Tuition Assistance Administration:

- Serves as the primary contact for parents/guardians regarding tuition assistance.
- Partners with the Accounting Director to assist families with the tuition assistance process, eligibility, and award communication.
- Reviews tuition assistance applications for completeness and accuracy.
- Records tuition assistance awards in the Blackbaud tuition management system.

Sports and Enrichment Camp Administration:

- Acts as main contact for instructors regarding camp revenues and expenses in partnership with the Student Activities Coordinator.
- Tracks sports and enrichment camp financial data.

General Accounting:

- Posts monthly Blackbaud and sports and enrichment camp journal entries.
- Balances monthly ledger, including revenues, accounts receivable, deferred tuition, advance deposits, enrollment, and refund checks.
- Acts as second level review for cash deposits.
- Maintains the check log in support of internal controls.
- Rotates with department employees to pick up mail on a daily basis.
- Provides documentation during the annual audit.
- Partners with peers to assist as needed during busy seasons and while other team members are on vacation or unavailable.
- Other duties as assigned by the Accounting Director.