



Job Title:	Student Billing Specialist
Department:	Finance
Reports to:	Director of Finance
Date:	11/11/24

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Student Billing Specialist at St. Francis Catholic High School is primarily responsible for accurate student billing tracking and reporting for the student body. The person in this position also manages all aspects of the financial aid process. This position communicates directly with families regarding all aspects of tuition and financial aid. Under general supervision from the Director of Finance, the Student Billing Specialist is responsible for the FACTS Tuition Management System and ensures accounts are accurate from new student enrollment to ongoing tuition, fees, and other student account receivables. This is a full-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Note that all employees are required to consent to a background check and complete Safe Environment training before hiring.

Student Billing

- Manages registration, tuition, fees, and other billing, revenue recognition procedures, and student account receivable management
- Responsible for student billing by adding and posting transactions in FACTS Tuition Management system
- Ensures payments received for tuition, fees, and incidental charges are updated timely in FACTS and the tuition bank account
- Sets up all new student accounts through FACTS for the new fiscal year with heavy interface and collaboration with the Admissions Department
- Assists parents or guardians with changes to student payment plans, including coordinating payments and updates to student information



- Communicates directly with parents or guardians as needed on student billing and payment matters
- Processes bank deposits for student billing and miscellaneous cash receipts
- Reviews monthly past due tuition report and conducts follow ups

Financial Aid

- Responsible for the implementation of all aspects of the financial aid process from the start of the application process to year round assistance for parents
- Posts financial aid and scholarship transactions in FACTS Tuition Management system
- Coordinates the compilation, tracking and timely receipt of all financial aid application documents
- Facilitates mid-year financial aid appeal requests
- Participates in campus events to educate prospective parents/guardians and students on the financial aid process
- Provides support for additional financial aid scholarship programs, such as books and used uniforms

Other

- Responds to inquiries via phone, email, and in-person in a timely and professional manner
- Prepares relevant reports to the Director of Finance monthly or as often as needed
- In collaboration with the Director of Finance, directs credit and collections
- Assists in bank account reconciliation
- Fosters and supports an inclusive learning environment

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Bachelor's degree in accounting, finance, or a related field preferred

Job experience:

- 3-5 years of relevant accounting experience required. Experience in education preferred

Technical/Functional skills:

- Experience with FACTS Tuition Management and Blackbaud Financial Edge NXT preferred
- Proficient in other software products including Microsoft Office Suite and Google Suite



- Excellent organizational skills and attention to detail
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion
- Professional demeanor and ability to communicate with families with sensitivity and diplomacy
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students

Other Requirements:

- Other duties and special projects may be required as needed
- Requires attendance at some evening and weekend events
- An additional level of background check is required for this position

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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