



POSITION DESCRIPTION

Position Title:	Staff Accountant II (Student Billing, Receivables, and Deposits)	Date:	May 2025
Reports To:	Assistant Director of Finance	FLSA:	Non-exempt (hourly)

GENERAL SUMMARY

The Staff Accountant II is responsible for student billing operations, including the daily posting of tuition and miscellaneous revenue through the student billing platform (FACTS), and the preparation and reconciliation of deposits. This role serves as the first point of contact for BC High families with billing inquiries, providing empathetic, clear communication and account support. In addition, the Staff Accountant II is responsible for reconciling student receivable balances, assisting with corporate credit card program administration, and performing basic ledger reconciliations to support month-end close. By maintaining accuracy in receivables and cash posting, this position plays a critical role in the BC High's financial stability and customer service experience.

This role offers schedule flexibility and may be designed as either a standard full-time (40 hrs/week) or modified full-time (32 hrs/week) position depending on candidate and departmental needs.

ESSENTIAL JOB FUNCTIONS*

Student Billing & Receivables

- Ensure charges, credits, and payments are posted correctly within FACTS.
- Liaise empathetically with families regarding billing questions/issues.
- Perform daily cash/check deposits and maintain deposit logs.
- Reconcile FACTS accounts monthly and prepare journal entries.
- Support collaboration with the Senior Staff Accountant on student accounts reporting.

Corporate Credit Card Program

- Process corporate credit card reconciliations: follow up on missing expense reports, adjust limits, issue new cards as needed.

General Accounting

- Perform basic ledger reconciliations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



- Assist with routine audit deliverables related to tuition and AR.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree, preferably in accounting.
- Preferred: minimum of 3 years' experience in a finance/accounting role including.
- Proficiency with Excel and data analytics. Experience with Blackbaud Accounting Software, preferred.
- Strong verbal and written communication skills.
- Strong attention to detail.
- Ability to analyze financial data and prepare financial reports and account reconciliations.
- Ability to work both independently and as a member of a team.
- Ability to make recommendations and continuously improve processes.
- Ability to work closely with many people throughout the BC High community.

SUPERVISORY RESPONSIBILITY

- None

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment
- Eligible for a 4-day, 32-hour work week

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