

Accounts Receivable Specialist Position Overview:

West Valley Christian School is hiring a remote part time Accounts Receivable Billing Specialist to provide financial, administrative and clerical services. Accounts Receivable duties include ensuring accuracy and efficiency of operations, processing and monitoring of invoicing, incoming payments, and securing revenue by verifying and posting receipts. Accounts Receivable Billing Specialist will play a vital role in our finance department by handling all ESA and Preschool tuition invoicing and related documentation with precision and efficiency. The ideal candidate will have a strong understanding of QuickBooks and experience in invoicing, reconciliation and managing A/R aging. You will be assisting the WVCS business manager with the management of Accounts Receivable.

Responsibilities:

- Process customer invoices accurately and in a timely manner.
- Quarterly ESA billing, ESA portal status for each student, Quarterly billing for balance due after ESA payment received, past due management.
- Verify invoices against annual tuition schedule.
- Ensure compliance with school policies and procedures.
- Maintain accurate records of invoices, payments, and related documentation.
- Assist with the management of Accounts Receivable by applying payments to the correct invoices, monitoring customer pay terms, and past due amounts.
- Track all billing in Arizona Department of Education, ESA portal. Verify that students are active in ESA portal and verify quarterly that WVCS invoices have been uploaded into portal.
- Provide customer service regarding collection issues, coordinate customer refunds, process and review account adjustments, and resolve client discrepancies. Make personal contact via email and phone for all past due invoices.
- Provide support to business manager as needed and perform tasks as required.
- Provide supervisor information on any student account that is past due, and family has not been responsive. Copy supervisor and school board finance committee on any critical past due accounts.
- Additional tasks to support WVCS accounting and business operations as required.

Qualifications:

- Proven working experience as accounts receivable clerk
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience in operating spreadsheets
- Proficiency in MS Office using Microsoft Suite (Excel, Word, etc.).
- High degree of accuracy and attention to detail
- 2+ years of QuickBooks billing experience.
- High school diploma or equivalent.
- Excellent communication, organizational skills, and customer service.

- Ability to work on multiple tasks and meet deadlines.
- Independently perform complex duties under the general guidance of a supervisor.

Pay:

- \$22 to \$24 per hour (not to exceed 50 hours per month)

Benefits:

- Part time not eligible for any benefits

Type: Part Time, Permanent

Location: Phoenix, AZ remote

Work Schedule: Remote 10-15 hours per week as needed to complete job duties. Annual income not to exceed \$14,000.