

## **Merion Mercy Academy Employment Opportunity**

Merion Mercy Academy, a four-year all girls high school sponsored by the Sisters of Mercy in Merion Station, PA, seeks an Accounts Receivable Manager in the Business Office. This is a full-time, exempt position.

The Accounts Receivable Manager reports to the Chief Financial Officer. The position's overall responsibility is to manage tuition and fees invoicing, payments, payment plans, and balances due. The successful candidate will also assist in the annual budgeting process and departmental reviews.

### **Specifically, the Accounts Receivable Manager will:**

- Maintain tuition billing and payment records
- Interface with third party tuition payment management company to establish family payment plans and record tuition payments
- Prepare daily journal entries related to tuition payments and Advancement receipts
- Follow up on scheduled tuition payments by families and report A/R status to CFO weekly
- Process checks and credit card payments for tuition payments and various school activities
- Prepare analysis of fee-based school activities
- Interface with Admissions related to financial aid record keeping
- Prepare bank deposits
- Prepare budget records
- Notify families of NSF checks and get replacements
- Assist with the building key records and school vehicle usage records
- Interface with outside independent auditor
- Complete special projects as assigned by Chief Financial Officer and Head of School
- Interface with all school personnel as necessary to provide services

### **Applicants should have:**

- Knowledge of and experience with Blackbaud or similar accounting software systems.
- Accounting background and experience.
- Understanding of Microsoft Office applications
- Ability to interface with school administration, students, and parents.
- Good organizational skills and be able to work with multiple projects.

### **Other qualifications:**

- Ability to embrace and support the Mission and Values of Merion Mercy Academy.
- Ability to maintain confidentiality related to all school matters, particularly matters related to the activities of the business office.
- Previous experience preferred

### **Education:**

- Associates Degree in Accounting, Business or related field (minimum requirement)

Merion Mercy Academy offers a competitive salary, medical, dental and vision coverage plus other life and long term care benefits. A 403(b) plan is available for immediate participation with a matching percentage after one year of employment.

Send letter of interest, resume, references contact information to: [tdevine@merion-mercy.com](mailto:tdevine@merion-mercy.com).

Contact for the position is:

Tom Devine, Chief Financial Officer

Merion Mercy Academy

511 Montgomery Ave.

Merion Station, PA 19066

610-664-6655 x105

[www.merion-mercy.com](http://www.merion-mercy.com)