



## POSITION OVERVIEW

### **Job Title: Student Billing and Cash Manager**

Campus: Upper School

Reports to: Chief Financial Officer

Status: Full-time, 12 month employee

## Job Description

The Student Billing Manager oversees student billing, financial aid and cash management.. Responsible for managing tuition accounts and communicating with all families. Manages the enrollment rollover process each year. Responsible for applying extended care fees to tuition accounts.. Leads and prepares the financial aid information and is the liaison between the financial aid committee and the families, Communicates and manages delinquent accounts. Responsible for annual reports for Financial Aid and other Tuition reports. Responsible for dally deposits. The Student Billing Manager is the communicator between Blackbaud, NCS and the family.

## Qualifications

- A strong, personal faith in Christ lived out in Christian character and worldview
- Proficient in Excel and Google
- Proficient in Blackbaud Tuition Management, Financial Edge Management
- Spiritual maturity with exceptional communication abilities that will allow him or her to be a liaison between families and Business Office/CFO/HOS

## Contract Details

- Contracted by the Head of School upon recommendation of Senior Accountant for one year.
- Responsible to CFO and Senior Accountant
- Self manages and works alongside Senior Accountant

*It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.*

## **Key Responsibilities**

- Manages all student tuition accounts
- Coordinates with Blackbaud Tuition Management for account inquiries
- Applies tuition payments to tuition accounts and payroll deductions for tuition
- Works with our Enrollment Director to make sure new family and sibling accounts are accurate
- Manages the enrollment roll over process for the next year
- Uploads all Extended Care Billing fees to Tuition Management monthly
- Supports the Financial Aid process by being the liaison between Blackbaud Financial Aid Management, the Financial Aid Committee and the families for the financial aid process
- Prepares information for the Financial Aid Committee
- Communicates with families that have Delinquent Accounts
- Accountable for annual reports
- Prepares reports for the annual audit
- Responsible for depositing money received and recording it in Financial Edge
- Works closely with the CFO and Senior Accountant

**[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)**