

Westmount Charter School  
**Accounts Receivable Specialist – Central Office**  
**Part-time, 0.50 FTE, probationary position**

**Job Goal:**

Under the general supervision of the Treasurer, the Accounts Receivable Specialist is responsible to assist with the accurate, efficient and meaningful management of the School's financial resources.

**Reporting Relationship:**

The Accounts Receivable Specialist reports directly to the Treasurer.

**Growth Objectives:**

Objectives will be developed on an annual basis, by the Treasurer in consultation with the Accounts Receivable Specialist.

**Major Areas of Responsibility:**

- Banking
- Accounts Receivable Reporting
- Journal Entries
- Finance Department Archiving
- School Fees
- Staff Support
- School Generated Funds (SGF)
- Other Duties

**QUALIFICATIONS**

**Education and Experience:**

- Qualified accounting background supplemented by a post-secondary degree or diploma and three (3) to five (5) or more years of experience in related management work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- An understanding of the education system in Alberta and experience in a school environment is preferred.
- Experience with a Business Education Software System, Serenic, is an asset.
- A clear and valid police information check, including a vulnerable sector check in place or in progress.
- Experience with the use of Microsoft Office applications.
- Experience with school fees systems, Rycor, accounts receivable software, Moneris and other educational software, PowerSchool, is an asset

**Demonstrated Skills and Competencies:**

- Knowledge and experience in accounting and financial management.
- Tactful and able to maintain confidentiality.
- Professional work ethic; must conduct duties with the highest integrity to maintain confidentiality.
- Positive leadership and interpersonal skills and the ability to work effectively as a team member in cooperation with other, school personnel, teachers and parents.
- Excellent organizational skills. Ability to communicate efficiently and effectively verbally and in writing.
- Ability to evaluate, coordinate and implement multiple projects simultaneously on a daily basis.
- Ability to use computers including word processing, spreadsheet and database applications.
- Ability to work independently and able to take initiative.

## **Tasks**

### **Banking:**

Prepare bank deposits and deposit reports.  
Manage cheque scanner function.

### **Accounts Receivable Reporting:**

Prepare the Specialist's portion of audit reconciliations.  
Prepare charitable donation receipts and act as the key contact for any activities involving donations.  
Prepares a variety of monthly/annual accounts receivable reports.

### **Journal Entries:**

Prepare journal entries, as required.

### **Finance Department Archiving:**

Manage archiving of all central office finance documents.  
Arrange for the appropriate disposal of central office finance documents.

### **School Fees:**

Set up, assign collect and reconcile school fees including transportation fees as required.  
Issue, review and follow up on outstanding invoices.  
Collects delinquent accounts and non-sufficient funds (NSF) payments.  
Process refunds in accordance with administrative procedures.  
Liaise with parents requiring fee waivers by compiling the requisite documentation for approval.  
Track and manage fee waiver applications.  
Create and manage installment plans for parents.  
Create and provide invoices to the school council, elementary and mid-high schools and the CBE as required.

### **Staff Support:**

Responds to account inquiries from school personnel.

### **School Generated Funds (SGF):**

Record and reconcile SGF tracking sheet to accounting software.

### **Other Duties:**

Issues internal and external invoices not related to school fees and SGF fees as required.  
Order staff business cards and thank you cards.  
Arrange for staff and guest gifts.  
Perform other related duties as assigned.

### **Evaluation:**

The performance of this job will be evaluated by the Treasurer.