

**JOB DESCRIPTION**

**Title: Admissions Financial Coordinator**

**FLSA Status: \_X\_ Exempt *\_\_* Non-Exempt**

 **\_ \_\_ Non-Exempt - Part-time**

**Job Summary:**

The Admissions Financial Coordinator is responsible for all aspects of Student Billing / Accounts Receivable and Financial Assistance. This highly confidential position works closely with the families of students to help them understand financing options and meet their financial obligations to the institution, coordinating activities with the Business Office and the Admissions Office to ensure a professional, compassionate and sustainable environment while enforcing all school tuition policies and procedures.

 **Specific Responsibilities:**

* As part of the admissions team recruitment and enrollment process, be available to participate in admissions events
* Prepare and distribute enrollment and reenrollment tuition agreements to ensure proper enrollment, billing, and credits
* Assist families in answering all questions and concerns pertaining to tuition billing and available credits
* Advise prospective families interested in available tuition discounting opportunities
* Manage Tuition Management database. Work closely with Tuition Management representatives to maintain proper billing, credits, and payments
* Process and post all tuition deposits in Tuition Management to the general ledger
* Reconcile Tuition Management’s monthly closing with general ledger
* Track Faculty/Staff tuition remission, RTAC Merit Scholarship, and financial aid recipients.
* Monitor and manage outstanding account receivables on account with Vogler & Associates, LLC
* Manage the FACTS database. Work closely with FACTS representatives to create, update, and maintain financial assistance applications.
* Guide families, through the process of applying for assistance, answering parents’ questions, assuring timely and complete FACTS applications.
* As part of the Financial Assistance Committee, organize financial assistance data points. Support and work with other members of the Financial Assistance Committee to determine awards
* As part of the Financial Assistance Committee and student required duties, administer required Student Scholarship Hours preference form to recipients. Communicate all collected data with the Director of Student Scholarship Hours for assigning work responsibilities.
* Notify the Director of Diversity of students needing a high level of assistance to ensure support for other financial needs such as lunch and textbooks. Distribute and manage computer lease agreements
* Work closely with CFO in planning and maintaining a balanced net tuition revenue budget
* Distribute and manage computer lease agreements
* Track and maintain all statistical data related to tuition discounting
* Generate required reports and data for the annual audit
* Provide tuition and financial aid updates for the school website
* Other duties as assigned

**Supervision Exercised:**

No direct supervisory responsibility. May supervise or direct work assignments of project or team personnel or contractors as assigned

**Supervision Received (title of supervisor):**

Vice-President of Administration/Chief Financial Officer

**Minimum Qualifications:**

* **Education:** Bachelor’s in Accounting, Business or related area, requiring knowledge of general accounting principles.
* **Experience:**  At least one year of experience in accounting, bookkeeping, accounts receivable, collections, or data base management, preferably in a private academic institution. Experience with accounting software.
* **Skills/Demonstrated Abilities, Additional Knowledge:** Knowledge ofcomputer applications including MS Excel, and MS Word. Ability tocommunicate effectively, both orally and in writing and maintain effective working relationships with other colleagues and outside contacts, including parents. Ability to develop creative solutions to problems. Good math and organizational skills.

**Additional Preferred Qualifications:**

* Knowledge of scholarship/financial aid and billing programs and practices
* Knowledge of Blackbaud products, specifically, Enrollment Management, Tuition Management and NXT.
* Familiarity with Federal tax documents for reviewing FACTS applications.
* Practicing Catholic, committed to Catholic orthodoxy and Ignatian philosophy