

Accounts Receivable Specialist

North Florida Christian School, Tallahassee FL 32312

About North Florida Christian School:

North Florida Christian School was founded on the belief in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The school exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience. The school seeks to assist in personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to a balanced development of the whole person.

Responsibilities:

- Assume ownership and control of the Accounts Receivable/Billing position
- Front desk, answering phone calls, and emails, and handle customers who enter office
- Maintain a positive working relationship with all Staff and Customers
- Respond promptly to questions from parents and staff regarding billing and accounts
- Communicate with parents and other staff regarding billing inquiries promptly
- Ability to multi-task and research
- Document all activity on accounts in a clear consistent manner
- Issue and post bills, payments and receipts from multiple platforms in multiple systems
- Take action to promptly collect past due AR (emails, calls, etc)
- Process and maintain donation records for tithe and offerings made to North Florida Baptist Church (parent ministry of School).
- Process and organize billing and AR records
- Assist with other accounting duties as assigned.

Qualifications:

- Personal and growing relationship with Jesus Christ as personal Lord and Savior.
- Strong typing and data entry skills with an emphasis on accuracy
- Experience with Microsoft Office (Word, Excel, Outlook), experience with Renweb and Quickbooks a plus
- Have strong math skills and a basic understanding of accounting
- Excellent verbal and written communication

Position: Full Time, Non-Exempt (hourly, eligible for overtime)

Pay Rate: Commensurate with Experience

Benefits: Medical, Dental, Short Term Disability, Long Term Disability, 403(b) Retirement, & Tuition Discounts

Please forward a cover letter and resume to danoverturf@nflchurch.com.