

Tuition Coordinator/Bookkeeper

South Boston Catholic Academy

The Tuition Coordinator/Bookkeeper at South Boston Catholic Academy works as a resource to families in the tuition/financial aid process, and ensure the

Primary Job Responsibilities to include:

- Family Tuition Liaison
 - Assist families with the entire financial aid process from timelines of applications, completion of applications, uploading of supporting documentation, approval of applications, notification and assignment of scholarships once received (approximately 100+ families)
 - Assist in setting up payment plans for tuition payments including entering tuition amounts each year and ensuring all students have tuition payment plans through our tuition management system, FACTS
- Database Accuracy/Reconciliation
 - Work with Admissions Director to ensure data consistency in the FACTS system
 - Review and maintain payment plans in FACTS including notifying families when payments do not go through, adjusting payment schedules, and working with families on alternate payment schedules
 - Review delinquencies and reach out to families regarding outstanding balances
 - Sync FACTS system with school Quickbooks account to record remittances
 - Monthly amortization of tuition accounts in Quickbooks
 - Post incidental billing on a monthly basis for school's Extended Day Program as well as any additional fees
- Grant/Aid Management
 - Prepare annual grant application for financial aid support through the Catholic Schools Foundation (CSF)
 - Submit financial aid applications on behalf of new families as well as Emergency Funds through CSF
 - Maintain, record and assign all internal scholarships

Potential for position growth to include:

- Manage school bookkeeping functions, including payables and receivables and monthly bank reconciliations of school accounts
- Human Resources (Assist with paperwork for new hires, answer questions related to compensation, work closely with the benefits department at RCAB to ensure employee access to benefits information)
- Bi-weekly payroll processing