

**New Learning Resources, Inc.**  
**Job Description**

**TITLE:**

School Finance Clerk

**Qualifications:**

- High School Diploma or Equivalent
- Five years of secretarial/educational experience
- Proficiency in oral and written communication
- Excellent organizational skills
- Superior knowledge of office and telephone etiquette
- Knowledge of basic bookkeeping
- Superior public relations skills
- Proficiency in the use of computer equipment and Microsoft Office applications (Word, Excel, and PowerPoint) essential
- Loyalty and discretion
- Ability to work under pressure

**Reports To:**

Principal/School Director

**Job Goal:** The School Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. This includes processing and monitoring payments and expenditures and preparing and monitoring tuition billing. Providing these services in an effective and efficient manner will ensure that school finances are accurate and up to date, that vendors are paid in a timely and appropriate manner.

**Duties and Responsibilities:**

1. Implement a Tuition Billing system for North New Summit School which manages all billing operations. The system assesses all types of charges from tuition to fees, credits, collect payments and pre-payments, and print a variety of reports and statements. The following are related to tuition and billing:
  - Set up billing codes
  - Set up recurring charge schedules
  - Recurring credit schedules
  - Assess charges
  - Manual billing
  - Assess recurring charges
  - Mass-assign charges
  - Late-fee assessment
  - Collections
  - Bank Deposits

- ACH Charges
- Credit/Debit Card payments

In addition the tuition billing program handles the receipt and management of tuition and fee payments and credits:

- Record monetary payments made by families towards their accounts
  - Credit family accounts with scholarships, tuition assistance, and other non-monetary credits
  - Manage pre-payments
2. Perform the day to day processing of financial transactions to ensure that school finances are maintained in an effective, up to date and accurate manner. Specifically, the primary duty is to oversee all financial- dealing with tuition, activity fund, clubs, fundraisers, etc.
  3. Provide administrative support in order to ensure effective and efficient office operations.
  4. Other related duties maybe required- such as:
    - Secretary/receptionist back up
    - Library Assistant when needed
    - Computer lab assistant when needed
    - Teacher assistant when needed
    - Substitute when needed
    - Oversee club activity as needed
    - Serve as Day Treatment assistant as needed
    - Other duties that may arise within the school setting

Terms of Employment:

1. 200 days/ 10 months
2. Salary based on experience and terms of employment
3. Work schedule determined by Principal/School Director

Evaluation:

Performance on this job will be evaluated in accordance New Learning Resources, Inc. guidelines.