



Position Description AP/AR - Student Accounts Manager

City Academy's Mission:

Transforming children, families, and our community through exceptional education and bold expectations that empower children to overcome barriers.

Summary of Position:

This position serves the school in the areas of accounts payable process, financial aid, tuition billing/collection and accounts receivable.

- Reports to the Assistant Director of Finance
- 12-month employee
- Full Time - Exempt Employee, 40+ hours per week
- Employee at-will position

Essential Functions and Accountabilities:

Manage Accounts Payable and Receivable Process

- Track expenses and process expense reports; Process weekly hours and maintain timesheets
- Enter and verify both invoices and check requests
- Process weekly payments to vendors
- Prepare account analysis and Credit card Reconciliation
- Maintain vendor files
- Provide supporting documentation as needed for annual audits
- Record and reconcile Deposits

Student Billing (Financial Aid and Tuition)

- Review and assist with coordination of financial aid award process
- Enter all scholarship and tuition information into school accounting system
- Provide monthly follow up/correspondence with families regarding student billing, collection and financial aid
- Process tuition payments

This position description should not be interpreted as all inclusive.

Qualifications and Skills:

- Associate's degree/2 years college in business or finance is required
- Experience working with diverse populations

- Ability to respond to multiple competing demands concurrently with flexibility and independence
- Strong organizational and time management skills
- Demonstrated ability to positively interact with an organization's internal and external stakeholders

About Us:

City Academy is committed to providing a transformative educational opportunity to all of its students (205 currently enrolled in ages/grades 3-Year-Old through 6th). Once graduated, our students primarily attend St. Louis' top independent secondary schools, and are on trajectories to become leaders within our community, and beyond.

We are an equal opportunity employer and do not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, or sexual identity in our hiring process. City Academy is a drug and smoke-free workplace.

To Apply:

Qualified candidates should submit cover letter, resume, and salary requirements to:

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