

## **Grace Lutheran Church & School**

400 Hempstead Ave.  
Malverne, NY 11565

### **Job Description**

#### **Account Receivable Manager Responsibilities:**

- Prepare all tuition, Afterschool and Before Care billing and email monthly.
- Record all cash and check payments and prepare and make bank deposits as soon as they come in for:
- Tuition, Afterschool, Before Care, Registration, Curriculum fees, Fundraisers, Grace School Offering, church giving, and soda machine funds.
- Prepare a cash receipt journal and enter payments into Rediker.
- Prepare a credit card journal and record credit card payments into Rediker software program.
- Prepare Easy Tithe journal and record payments into Rediker.
- Prepare schedules of outstanding tuition due.
- Make collection calls.
- Follow up with letters if necessary, after reviewing responses with principal.
- Communicate any issues with collection of tuition with principal.
- Respond to parent inquiries regarding tuition and other financially related matters.
- Facilitate requests for letters that relate to tuition received.
- Process Billings and Collections for Summer Camp Programs.

#### **Diversified Duties**

- Maintain Depreciation Schedule
- Accurately Record all student profile information into Rediker software program.
- Maintain updated class lists, directories, and enrollment for Day School and Pre- School through Rediker software program.
- Prepare and Update Preschool packets for mailing.

- Collect Day school and Preschool packets for new school year and complete checklist and give to Day school and Preschool office.
- Prepare finance committee meeting minutes as needed.

**Note: Rediker Software experience preferred, also willing to train.**

**Job Type: Full-time**

**Pay: \$28,000.00 - \$30,000.00 per year**

**Benefits: Medical, Dental & Vision**

**Location: Malverne, Long Island**

**All resumes sent to: [lheiman@glcas.org](mailto:lheiman@glcas.org)**