

# Accounts Receivable/Payable Processor

## Paradise Valley Christian Preparatory

<b>Job title:</b>	Accounts Receivable/Payable Processor
<b>Location:</b>	Phoenix, Arizona
<b>Terms:</b>	Full-time, permanent, year-round
<b>Salary:</b>	DOE and includes healthcare benefits, 403(b) matching, vacation accrual, and more
<b>Requirements:</b>	Must have a current Arizona DPS IVP Fingerprint Clearance Card.

**About us:** Founded in 1974, Paradise Valley Christian Preparatory is a community of spiritual nurturing and academic excellence providing a Christ-centered education to infants through high schoolers.

**About the role:** The Accounts Receivable/Payable Processor is responsible for managing the accounts receivable (student tuition) system and for the timely and accurate processing of the accounts payable. The AR/AP Processor reports directly to the Director of Development and Finance, but the individual will also work closely with the Head of School and Director of Admissions as needed.

### Responsibilities:

#### **Family Accounts**

- Create tuition contracts for new families and update contracts on an annual basis
- Bill families for extracurricular activities as needed (athletics, lost books, clubs, trips)
- Process monthly invoices
- Meet with families to educate them on options for tuition payment (ESA, STO's, cash-pay, etc.)
- Monitor payments
- Establish regular communications with delinquent accounts and communicate to Director of Finance delinquencies on a monthly basis
- Process ESA Classwallett funds and apply to accounts
- Work closely with the Director of Admissions to ensure high customer service for tuition-paying families

#### **Fundraising**

- Enter donations into the database on a weekly basis
- Oversee and execute receipting for donors by end of January on an annual basis

#### **Database Management/Record Keeping**

- Serve as liaison with Praxi as needed to troubleshoot database system and/or make changes consistent with administrative vision

- Maintain accurate ledgers of AR/AP using GL codes established by school

### **School Tuition Organizations**

- Serve as PVCP liaison to School Tuition Organizations, ensuring compliance with STO timelines, etc.
- Approve STO awards for families and apply to accounts.

### **Deposits**

- Manage account deposits, including but not limited to cash, check, Square, Stripe, etc.

### **Accounts Payable**

- Print and run checks to maintain timely and accurate payment of PVCP vendors
- Reconcile PVCP credit cards on a monthly basis
- Solicit W-9's from new vendors

### **HR Assistance**

- Run 1099's on an annual basis as needed

### **Campus Relations**

- Work closely with division heads (Head of School, Admissions, Athletics, PAC, EEC) to ensure timely and accurate accounting processes to meet division needs
- Run income and expense reports for division heads as needed

## **Candidate requirements:**

- At least 18-years-of age
- Experience in accounting or related field a plus
- Christ-like interpersonal skills and the ability to relate to tuition-paying parents
- Strong administrative skills
- The ability to be a self-starter who is motivated to take ownership of the position
- Adeptness at conflict resolution in accordance with biblical standards
- Agreement with and adherence to PVCP's Statement of Faith and Lifestyle Statements

## **Contact PVCP to Apply!**

To apply, send your résumé and a completed PVCP Application to [hr@pvcp.org](mailto:hr@pvcp.org).