



BISHOP CHATARD HIGH SCHOOL

Tuition Manager

The Bishop Chatard H.S. tuition manager's role is to ensure that families are properly billed for tuition and fees and to confirm that payments are made in a timely manner. The school uses an outside vendor for its Tuition Management System (FACTS) to invoice and collect the tuition and fees. This position is a resource to parents regarding questions about tuition, fees, grants and financial aid.

The ideal candidate will be dynamic and energetic with a demonstrated ability to work with minimal oversight while handling and maintaining confidential information. The ability to exercise discretion and discernment in handling related office and school matters is imperative at all times. This role requires a high degree of initiative, professionalism, organization and communication while working in an environment where Catholic values define our mission.

The Tuition Manager reports to the Executive Director of Finance.

Essential Duties and Responsibilities:

- Ensure that all student profiles are in the Tuition Management System (FACTS) and are properly billed and have received credit for any grants, aid or other discounts.
- Ensure that enrollment in the Tuition Management System reconciles with enrollment in the Student Information System(s).
- Assist families in the financial aid application process including Choice Scholarship (voucher) applications.
- Collect payments from families for deposits into the Tuition Management System and maintain timely payment plans.
- Prepare bank deposits for tuition and fees collected at school as required by policy.
- In conjunction with Executive Director, coordinate, prepare and review all necessary reports to complete tuition reconciliation.

- Respond to parent questions regarding tuition, documenting responses in the Tuition Management System.
- Enforce school and system policies concerning Tuition and Fees collection.
- Follow up regularly with families who are behind in payment of tuition in an effort to collect the funds due the school.
- Prepare all necessary reports required during the annual audit of tuition records.
- Prepare ad hoc reports as needed.
- Assist accounting department in other areas as needed.

Qualifications:

- Bachelors in Finance or Accounting
- Must be Proficient with Excel / Microsoft Office
- 3 - 5 years accounting or bookkeeping
- Prior experience with Accounts Receivable management, a plus
- Bi-Lingual, Spanish, a plus.

Interested parties should send a cover letter along with resume, list of references and salary requirements to: Christa Wynn, Executive Director of Finance – cwynk@bishopchatard.org

The deadline for application is Nov 27, 2022.