About us

Holy Apostles College and Seminary, a private, not-for-profit college located in the historic town of Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization.

The school is inspired and guided by the missionary charism of its sponsor, the Society of the Missionaries of the Holy Apostles (MSA), as well as by the founder and co-founder of the MSA, Fr. Eusebe Menard O.F.M. and Mr. Hector Durand.

Holy Apostles' mission is to educate its students-laity, seminarians, clergy, and religious-as missionary disciples, servant leaders, and co-workers in the vineyard.

Job Summary:

Holy Apostles College and Seminary based in Cromwell, is seeking a well-rounded Accounts Receivable Associate that is collaborative, self-motivated, detail oriented and organized. Reporting to the Controller, you will assist in proactively managing the overall accounts receivable operations of the Business Office and provide targeted support for the department's cash management and revenue functions. These duties include and are not limited to recording/processing all revenue sources, requests for student account adjustments, analyzing trends (KPI), cash management, collections, financial aid/scholarships, account receivable reconciliations, month/year-end, audits, and other tasks as required.

The Accounts Receivable Associate employs QuickBooks, Populi and other systems to record, analyze, and report results to the Controller and other staff and entities, in accordance with GAAP, grant and loan reporting requirements in a timely and accurate manner. A key success factor for this role is to cultivate a culture of service, accountability, and timeliness to help ensure that we are maximizing use of resources and close our books within 10 business days.

We are looking for someone who will proactively collaborate with fellow team members and develop a deep understanding of our mission and values as informed by Catholic teaching and practice. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

PRINCIPAL RESPONSIBILITIES, REQUIREMENTS, COMPENSATION:

Cash management – Ensures cash and check deposits, financial aid draws, military payments, student refunds, and other incoming payments are properly accounted for in a timely manner. Maintain all student accounts via Populi and ensure all data is captured in QuickBooks. Prepare financial reporting and assist with the reconciliation of all AR accounts. Ensure AR aging is current by collecting on student accounts in a timely manner.

Invoicing – Maintain the accuracy of student tuition and fee accounts and oversee the billing and receipt process to ensure timely and accurate billing statements for students. Distribute invoices to third parties/sponsors and respond to student account inquiries when appropriate. Pull backup documentation as needed to support costs for invoices. Ensure payment plan agreements and third-party agreements are set up properly and maintained. Assist the team with maintaining data integrity within Populi and QuickBooks.

Communications – Exceptional customer service skills, parent/student interactions, and dispute resolution. Track issues and requests and escalate appropriately. Design a collection plan, resolve outstanding balances from students and respond to sponsor inquiries as appropriate.

Support management with ad hoc assignments and reports as needed.

Requirements:

· Degree in accounting (or equivalent work experience)

· Thorough understanding of applicable accounts receivable procedures and general ledger chart of accounts.

· Prior experience in customer service and/or collections.

· Ability to manage multiple priorities and deadlines.

· Proficient with QuickBooks and other ERP systems, must be technologically savvy.

· Proficiency in Excel including analytical functions (e.g. pivot tables, lookup).

· Higher education experience or not for profit experience preferred.

· Excellent analytical, verbal, and written communication skills.

· Ability to work as part of a team and independently.

· Please submit a cover letter with your salary requirements.

Job Type: Full-time

Pay: $20 - $28/hour non-exempt depending on experience.

Benefits:

Dental insurance

Disability insurance

Health insurance

Life insurance

Paid time off

Tuition reimbursement

Vision insurance

Physical setting:

Office

Schedule: 8:30 am – 4:30 pm

Monday to Friday

Ability to commute/relocate:

Cromwell, CT 06416: Reliably commute or planning to relocate before starting work (Required)

Experience:

GAAP: 2 years

Work Location: In person