

Jupiter Christian School
Business Services Associate
Job Description

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a Nurturing Community to Excel in life and Engage the world.

Job Summary: The Jupiter Christian School (JCS) Business Services Associate must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS Staff Contract. The individual must be a born-again Christian with spiritual maturity, and academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites. The Business Services Associate reports directly to the Student Billing Coordinator and works directly with the Accounting Manager, and Chief Financial Officer as needed.

I. General Description of Duties and Responsibilities

- a. Accounts Receivable
 - i. Assist Student Billing Coordinator with Data entry.
 - ii. Payment processing and Family Accounts
- b. Accounts Payable
 - i. Assist processing invoices in a timely manner, maintaining proper chain of authorization (digitally and physical as needed)
 - ii. Assist processing payments and distributing checks
 - iii. Assist with credit card charges to ensure proper supporting documentation has been completed and charges are coded to the appropriate accounts
- c. Other Duties
 - i. Assist with distribution of mail in the business office
 - ii. Participate in various business office department and school-wide meetings as required
 - iii. Other Duties as Assigned

II. Essential Job Requirements

a. Accounts Receivable (60%)

i. Student Billing

1. Under the supervision of the Student Billing Coordinator
 - a. Invoice family accounts in FACTS Management for supplemental billing (extracurricular, activity fees, replacement fees, etc.)
 - b. Annually assist with the internal audit (pulling documents for Auditors.
 - c. Student Billing Communications as assigned.

ii. Financial Reporting and Entries

1. Assist in preparing weekly General and FINANCS bank deposits
2. Process Family Credit Card Payments

b. Accounts Payable (30%)

i. Assist with Accounts Payable

ii. Financial Reporting

1. Assist with researching historical vendor information
2. Pull comparative reports for internal use

c. Other Business Office Responsibilities (10%)

- i. Pick up daily mail for disbursement within the business office
- ii. Assist Student Billing Coordinator at School Functions (orientations, open houses, school fundraisers, staff trainings, etc.)
- iii. Represent the business office at meetings as directed by the Chief Financial Officer
- iv. Other duties as assigned

III. Qualifications

- a. Spiritual
 - i. Must have a clear testimony of personal faith in Jesus Christ as Savior
 - ii. Please check the school's website (www.jupiterchristian.org) regarding personal faith alignment to the JCS statement of Faith
 - iii. Must be able to demonstrate active membership and involvement in a local church
- b. Education
 - i. Required: High School Diploma
 - ii. Preferred: Bachelor's Degree in a related Business field (Accounting, Business Management, Finance, Economics)
- c. Language Skills:
 - i. Ability to speak English and Spanish preferred
- d. Experience
 - i. Required: 2+ years of experience in customer service
 - 1. Associate degree can be substituted for one year of experience
 - 2. Bachelor's degree can be substituted for two years of experience
 - ii. Preferred: 2+ years' experience in financial reporting
 - iii. Ability/experience to coach athletic teams or lead co-curricular activities is a plus.