

Lynden Christian Schools

JOB DESCRIPTION

JOB TITLE:	Tuition Accounts and Human Resources Benefits Assistant
REPORTS TO:	Director of Finance and Administration
STATUS:	NON-Exempt/Hourly, .8 – 1.00 FTE

POSITION SUMMARY

The tuition accounts and human resources benefits assistant will be responsible for managing all areas of tuition collection process and assisting the human resources supervisor in maintaining employee benefits. This position will assist in the development and improvement of the accounting processes and systems in order to drive efficiencies and best practices. This position requires an individual with a proven ability to manage large workloads, prioritize effectively, communicate clearly and deliver results.

TUITION ACCOUNTS ESSENTIAL JOB FUNCTIONS

- Manage all areas of the collection process for monthly tuition payments.
- Ensure proper policies for financial reporting are in place.
- Conduct account reconciliations and analysis, utilizing best practices.
- Set up new families in FACTS for tuition withdrawals.
- Continuous enrollment including enrollment statistics and projections.
- Enter payments made in house and adjust payment plans as needed.
- Maintain accurate record keeping and auditing between systems.
- Responsible for tuition assistance, sending out and collecting applications, inputting current year information into a report for review, preparing award and denial letters.
- Communicate process for tuition payments and Continuous Enrollment.
- Communicate initial tuition payment plans and monthly changes as needed.
- Field questions regarding tuition assistance and circumstances.
- Work with the tuition accounts committee on a monthly basis regarding status of tuition accounts. Set up meeting times, agenda, and collect meeting minutes. Present again report and update on individual family's status.
- Assist in special projects.
- Other duties as assigned.

HUMAN RESOURCES ASSISTANT ESSENTIAL JOB FUNCTIONS

- Assist human resources supervisor in maintaining employee and benefit provider records, reconciling on a monthly basis to payroll and benefit provider payments.
- Update changes and claims on a timely basis.
- Coordinate federal tax reporting for employee benefits
- 403b retirement plan reporting
- Assist in staff communication for benefit closure upon termination.

- Assist in individual HR benefit changes throughout the year.
- Assist with HR benefits where needed
- Other duties as assigned

QUALIFICATIONS

Character Profile

- Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian

Education, License, and Experience

- A minimum of an AA degree with an emphasis in Accounting
- Three years or more progressively responsible in accounting
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered

Knowledge, Skills and Abilities

- Knowledge of proper records management procedures
- Excellent public relations skills including courteousness, tact and good verbal communications; ability to build and maintain rapport
- Excellent communication skills (verbal and written)
- High degree of integrity; maintain respect at all times for confidential information.
- Ability to efficiently prioritize work in a multi-task environment
- High degree of organizational skills
- Detail-oriented; high degree of accuracy
- Proficient with Microsoft Office Suite, including Word, Excel, Outlook, and familiar with QuickBooks; ability to easily learn new specialty software (such as FACTs tuition management system)
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within office setting but also includes work throughout LCS campuses. Must be available to attend occasional evening committee meetings. Position requires sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.