**POSITION TITLE:** Student Billing & Accounts Receivable Specialist
**DEPARTMENT:** Business Office
**REPORTS TO:** CFO

**SUMMARY:** Leads student billing, accounts receivable (AR) collections, and payment reconciliation within Veracross, ensuring accurate, timely revenue collection while providing key operational support to the Business Office.

ESSENTIAL FUNCTIONS

- **Veracross Billing & Payment Processing:** Manage end-to-end tuition and incidental billing in Veracross, including payment plan allocations, tuition deposit applications, and monthly incidental uploads. Prepare, deposit, and reconcile all incoming checks, wires, and VCPay transactions
- **Accounts Receivable & Collections:** Drive active collections on delinquent accounts via email and direct phone outreach to families and sponsoring organizations (FEP). Generate monthly Aging Reports for CFO/Controller review, enforce AutoPay enrollment for installment plans, and maintain internal grade and transcript HOLD lists
- **Reconciliation & Account Resolution:** Reconcile monthly incidental charges and AOD weekend bag billings; resolve complex family billing inquiries with professionalism, empathy, and precision
- **Business Office Support:** Manage purchasing and expense coding for office and academic supplies, and provide regular operational coverage for reception, the student store, and the student bank

QUALIFICATIONS

- **Systems & Billing Expertise:** Proven experience with student billing or ERP systems (Veracross strongly preferred), paired with fast, accurate data entry and the ability to independently master VCPay
- **Collections & Bookkeeping:** Background in bookkeeping and accounts receivable; comfortable conducting firm yet empathetic collection outreach during sensitive financial conversations

- **Education & Core Skills:** Associate's or Bachelor's degree in Business Administration preferred. High attention to detail, strong deadline management, and the ability to work both autonomously and collaboratively

SCHEDULE & PHYSICAL REQUIREMENTS

- Schedule: Full-time, Monday–Friday, 8:30 AM–5:00 PM
- Physical: Must be able to lift, push, and pull up to 25 lbs
- Environmental: Primarily office based with ability to ascend and descend stairs

BENEFITS & COMPENSATION

- The salary range for this position is $24 to $28 per hour
- The school offers medical/dental/vision coverage, employer-matched retirement, paid time off, free shift meals, professional development, and tuition remission opportunities

ABOUT INDIAN MOUNTAIN SCHOOL

Indian Mountain School is an independent co-ed day and boarding school serving Pre-K through 9th grade across two campuses in Lakeville, CT. Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school-administered programs.