



Job Title: QUEST Bookkeeper **Wage/Hour Status:** Non-Exempt
Reports To: Director of QUEST Program **Pay Grade:** Clerical Para-Professional Pay Group 4
Dept. /School: Communications & Marketing **Date Revised:** 9/6/2019

Primary Purpose:

Process student enrollment, withdrawals and monitor financial accounts for twenty nine QUEST campuses. Monitor and collect revenue by reviewing delinquent accounts and notify customers of insufficient payments. Maintain accurate tuition billing and invoices for services rendered utilizing the identified billing system.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use calculator (10-key by touch)
Perform routine bookkeeping tasks, including arithmetic operations
Ability to use personal computer and software to develop spreadsheets, databases, word processing, and mail merges.
Proficient skills in typing, keyboarding, and file maintenance
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Knowledge of accounting principles and practices
Strong organizational, communication, and interpersonal skills
Customer service focus

Experience:

Three years in a clerical position. One year accounting or accounts payable experience

Major Responsibilities and Duties:

Records and Reports:

1. Review, approve or deny all QUEST registrations.
2. Withdraw and/or update program changes for all QUEST accounts.
3. Attendance verification for QUEST sites.
4. Troubleshoot parent concerns and redirect to the proper personnel
5. Provide parents/guardians technical assistance regarding the billing system.
6. Receive and answer all parent inquiries via email/phone
7. Maintain physical and computerized files and records.
8. Keep student records up to date.

Accounting (Accounts Payable):

1. Detect and resolve all invoice and account inquires.
2. Set up vendor/parent information as required.
3. Process check requests for all QUEST parent refunds.
4. Receive on purchase order invoices so payments can be processed.
5. Maintaining fiscal YTD statements/invoices for all QUEST families.
6. Review and process Family HSA spending account inquires.
7. Provide tax statements to families who utilize the QUEST program

Other:

1. Prepare and assist in summer and fall program registrations.
2. Assist with parent PIN set up and parent password reset inquires.
3. Prepare correspondence using personal computer.
4. Maintain confidentiality.
5. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, scanner, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to work with frequent interruptions. Ability to answer to a multi-line phone. Repetitive hand motions; prolonged use of computer. Concentration (i.e., detailed work). Communication (verbal, written). Interpretive skills (policy, procedures, data). Understanding verbal instructions.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.