



# MOUNT DORA CHRISTIAN ACADEMY

— Est 1945 —

## OPEN POSITION: ACCOUNTS RECEIVABLE SPECIALIST

The Accounts Receivable Specialist will assist in ensuring that the organization receives payment for goods and services offered to clients.

### Major responsibilities:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
- Creates reports regarding the current status of customer accounts as requested.
- Researches customer discrepancies and past-due amounts with the assistance of the Financial Aid Director and other staff.
- Collaborates with the Financial Aid Director and Accounting Manager to reconcile accounts receivable on a periodic (monthly) basis.
- Assists in generating monthly billing statements based on the general ledger.
- Assists Accounting Manager in reconciling revenue accounts each month.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Relays changes of information to appropriate employees.
- Performs other related duties as assigned.
- Ability to be a team player

### QUALIFICATIONS:

High school diploma or equivalent required; Associates or Bachelors degree in Accounting preferred.

Experience in tuition management software preferred

Exhibit a strong faith and exemplary lifestyle.

Must be able to establish and maintain effective professional relationships

Excellent organizational skills and attention to detail

Have strong written and verbal communication skills

Must be able to accept direction and professional development

Must be able to exercise good judgment

Must submit to a background check

Preference will be given to applicants who are members of a congregation of the churches of Christ. All applicants must be members of a local church and able to sign and abide by the MDCA statement of faith in order to be considered

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy  
301 W. 13th Ave.  
Mount Dora, FL 32757  
Attn: Brooke Adams

or

[brooke.adams@mdcacademy.org](mailto:brooke.adams@mdcacademy.org)