

Decatur Christian Schools

Part-Time Finance & Tuition Coordinator

15–20 Hours Per Week | Year-Round

Position Summary

The Finance & Tuition Coordinator is responsible for:

- Managing tuition billing through FACTS
- Processing in-person payments (cash, check, and in-office card transactions)
- Recording and reconciling deposits
- Performing general ledger entries
- Assisting with monthly financial reporting

Key Responsibilities

Tuition & Billing Management

- Assign and maintain tuition plans in FACTS
- Post recurring tuition charges and apply approved discounts
- Monitor accounts receivable and aging reports
- Generate monthly family statements
- Respond to parent billing inquiries in a timely and professional manner

In-Person Payment Processing

- Accept and process cash and check payments
- Process in-office credit/debit card transactions when applicable
- Prepare and verify bank deposits
- Enter payments into FACTS and the accounting system
- Investigate and resolve returned payments or discrepancies

Accounting & Reconciliation

- Enter transactions and deposits into accounting system (Sage preferred)
- Perform monthly bank reconciliations
- Reconcile merchant and FACTS Financial deposits
- Post payroll summary entries (payroll processed externally)
- Assist in preparing monthly financial reports for leadership

Qualifications

Required

- Proficiency in Microsoft Excel (comfortable with formulas, sorting/filtering, and data organization)
- Basic accounting knowledge (understanding of debits/credits and reconciliations)
- Strong attention to detail and accuracy
- Ability to manage confidential financial information
- Strong organizational and communication skills

Preferred

- Experience with FACTS Financial or similar tuition systems
- Bookkeeping or financial recordkeeping experience
- Experience with Sage or other accounting software
- Experience in a school, church, or nonprofit setting

Work Schedule

- 15–20 hours per week
- Year-round position
- Flexible scheduling during school office hours
- Increased hours may be required during registration and fiscal year-end periods

Reporting Structure

Reports to: School Administrator

Works with: Treasurer and Board Finance Committee

Compensation

Hourly wage, commensurate with experience.