



# First Presbyterian Academy Greenville, SC

Job Title: <b>Accounts Receivable Clerk</b>
Supervisor: CFO
Subordinate(s): None
Part/Full-Time: Part-Time
FLSA Status: Non-Exempt

## POSITION OVERVIEW:

Reporting to the Chief Financial Officer (CFO), the AR Clerk is responsible for managing and processing incoming payments and maintaining accurate financial records related to tuition, fees, and other school-related charges. This role supports the school's financial operations by ensuring timely billing, payment collection, and reconciliation while providing professional service to families, staff, and external partners.

## GENERAL CHARACTERISTICS for Employment at FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website ([www.firstpresacademy.com](http://www.firstpresacademy.com)) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

## QUALIFYING CHARACTERISTICS:

- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Proficient in basic technology platforms like Word, Excel, Gmail and FACTS
- Strong organizational, communication, and interpersonal skills

## ESSENTIAL FUNCTIONS:

- Prepare and distribute invoices for tuition, fees, and other school-related expenses
- Process payments received through cash, checks, credit cards, and online payment systems
- Maintain and update student and family accounts in the school's financial or student information system
- Monitor accounts receivable balances and follow up on outstanding payments
- Communicate with parents/guardians regarding billing questions, payment plans, and account balances
- Reconcile deposits and prepare bank deposits in accordance with school policies
- Generate accounts receivable reports for the Business Office and school leadership
- Assist with month-end and year-end closing processes, including account reconciliations
- Maintain accurate, organized, and confidential financial records
- Support audits by preparing requested documentation
- Collaborate with admissions, registrar, and other departments to ensure accurate billing information
- Ensure compliance with school policies and applicable financial regulations
- Perform additional duties as assigned by the supervisor or administration

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Strong commitment to FPA's mission and values.
- Associates or Bachelor's degree in Accounting or related field
- 1-3 years accounting experience
- Previous experience in finance, preferably in an educational setting.

**PHYSICAL REQUIREMENTS:**

- Must be able to meet physical requirements of the position for purposes of safety.
- Must be able to evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Must be able to lift 20 pounds at a time
- Must be able to hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear instructions in person, over the phone, and through other communication methods.
- Must be able to walk throughout the campus effectively and independently.
- Must be able to see and read English text to perform essential job functions.
- Must be able to sit or stand for extended periods.
- Must possess manual dexterity for using a computer and other office equipment.

Note: First Presbyterian Academy is a tobacco-free campus.

Revised 3/5/26