



*Lake Mead Christian Ministries exist to make disciples through education and community.*

## **Lake Mead Christian Ministries (LMCM) Minister- Accounts Receivable**

**Job Type: Full Time**

**Department: Financial Services**

**Reports to: LMCM Finance Manager**

**Job Summary:** The key role of an employee who works as an Accounts Receivable is to ensure their company receives prompt payments for goods and services, and records these transactions accordingly. An Accounts Receivable employee will be responsible for interacting with customers through multiple communication efforts such as in person, email and phone contact. The accounts receivable employee(s) are responsible for creating and maintaining finance policies, payment agreements, monitoring delinquencies, and handling all communication efforts. The role of Accounts Receivable is also to strategically build relationships with families that balance all collection efforts and policy communications with both boldness and compassion that is fitting for a ministry setting.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

### **Essential Job Functions:**

- Bill tuition charges to family accounts and monitor delinquencies, enforce policy when necessary.
- Manage collection efforts for withdrawn student accounts and complete monthly aging reports.
- Conduct new family finance meetings: Calculate and bill tuition payment plans. Clearly explain the payment plan and finance policy to the family.
- Administer tuition management billings for all family charges.
- Maintain the new term enrollment roster to monitor continuous enrollment fees, longevity credits, payment plan rollovers and special condition agreements for financial aid, staff, and split family scenarios.
- Send statement emails for all delinquent charges, post late fees, enforce policy as needed. Make sure childcare students are not allowed to attend if payment has not been received each month.
- Make collection calls and emails for delinquent accounts.
- Produce monthly aging reports with detailed notes for collection accounts.
- Withdrawals – finalization/reconciliation of account, issuing refunds or collecting final payment and monitoring records releases.

*Updated June 15, 2022*

- Assist with other AR functions as needed including (but not limited to): accepting and recording payments, entering deposits into accounting system, managing other billing platforms charges and payments
- Assist, as needed, in administering petty cash and cash boxes, billing general charges, and entering payroll deductions to tuition management accounts.
- Maintain a general knowledge of the NV Choice Program and Financial Aid process to assist families and point them in the right direction as needed for tuition and child care assistance
- **Other duties as supervisor deems necessary.**

**Experience/Knowledge:** 1 year plus - Accounts payable, accounts receivable or other accounting experience preferred.

**Qualifications:** AA or higher preferred

**Compensation\*:** \$31,200 - \$39,520

**Benefits:**

- \*Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions  
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%