HOLY CROSS PREPARATORY ACADEMY
ACCOUNTS PAYABLE & TUITION SUPPORT SPECIALIST

Holy Cross Preparatory Academy (HCPA), an independent preparatory high school in Delran, NJ has an immediate opening for an Accounts Payable & Tuition Support Specialist.

This is a salaried 12-month position – $45-50k annually. We offer paid time off, medical, dental, vision, and life plans, and a 403(b) retirement plan with employer match.

Details of this Position:

- On-campus position runs five days per week, Monday through Friday per our School Calendar
- QUALIFICATIONS & EXPERIENCE:
  - A four-year degree in accounting, finance, or a related field (Associate's Degree will also be considered)
  - Minimum of 5 years of experience in managing and processing transactions and activities across multiple business applications, preferably in a school setting
  - The ideal candidate will possess strong interpersonal skills, exercise sound judgment when overseeing confidential information, and work independently across departments to support the school's financial operations
- RESPONSIBILITIES:
  - Oversee the FACTS Tuition Management System to ensure students are enrolled for each school year, payment plans are created, agreements are signed, and credit cards are on file, coordinating with our Admissions Team
  - Process Accounts Payable invoices, entering and coding all vendor invoices in QuickBooks online
  - Oversee QGive Contribution Management, retrieving reports, coding contributions, and recording details in QuickBooks online
  - Process parent credit card payment requests, including incorporating applicable transaction fees

Send Resume and Professional References → Attention: Sandy Kapica, Director of Human Resources

Email to: skapica@hcprep.org