



Job Posting

Title: **Donor Services & Student Billing Associate**
Department: Business Office
Reports To: Senior Donor Services and Student Billing Coordinator
Posting Dates: November 16 – December 14, 2018

Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are seeking an innovative, enthusiastic, and dedicated individual to join our faculty and staff as the **Donor Services & Student Billing Associate**. This is a full-time position.

Position Summary:

Reporting to the Senior Donor Services and Student Billing Coordinator, the position plays a key role in serving Havergal's donors and parents through processing all donations for The Havergal College Foundation and the processing of student billing and payment receipts. The position is required to provide a variety of financial reports; reconciling balance sheet accounts, providing collection follow-up on overdue student accounts, preparing year-end schedules for both the College and the Foundation, and working closely with both the Business Office and A&CR teams assisting colleagues as required.

Key Responsibilities:

Donor Services

- Manages all gift and pledge processing for donors in accordance with CRA regulations: this includes issuing tax receipts, running monthly reports and issuing thank you/acknowledgement letters in a timely fashion;
- Maintains electronic copies of all tax receipts and any related documentation and is accountable for integrity of the numerical sequence of tax receipts issued;
- Works closely with the Advancement team on donor activities such as special events, running gift reports, tracking pledges, and preparing merged thank-you letters;
- Reviews of current donations and gift agreements for donor restrictions and current year and alert other team members as required;
- Works closely with the Senior Donor Services and Student Billing Coordinator to facilitate gifts through The Havergal College Educational Foundation Inc. (U.S.);
- Prepares monthly donation upload file for posting to general ledger;
- Works closely with Senior Donor Services and Student Billing Coordinator to prepare donor listings for the Annual Report for publication and other uses.



Student Billing

Accounts receivable processing cycle:

- Processes all school billing and credits as received throughout the month including items charges from ancillary and auxiliary services;
- Receives and applies all cash, cheque, online, wire and credit card payments daily, preparing the bank deposit, processing the daily deposit either electronically or at the bank, and reconciling to bank statement;
- Maintains and sends monthly EFT file;
- Prepares and sends monthly statement of account for all AR accounts;
- Reconciles AR sub-ledger;
- Reviews of AR aging for account follow-up;
- Follow-up on overdue accounts either by phone, email, or formal letter, administer board policies with respect to overdue accounts.

Business Office

- Handling external and internal inquiries;
- Maintains list of scholarships and bursaries;
- Administers Boarder health insurance coverage;
- Administers Tuition Insurance Plan;
- Maintains sufficient petty cash funds and reconcile on schedule determined by Manager;
- Prepares a variety of regular financial month-end reports as well as fiscal year-end reports for Senior Donor Services and Student Billing Coordinator;
- Provides assistance to auditors with audit samples and process walk-throughs;
- Provides assistance to other Business Office functions as needed;
- Back-up for Accounts Payable Associate;
- Other duties as assigned

Qualifications, Knowledge and Experience:

- Some accounting education or equivalent working experience;
- Minimum two years related experience, preferably in a charitable environment;
- Knowledge of CRA donation receipting rules is preferred;
- Thorough knowledge of and experience with using databases; experience building queries required;
- Excel and Microsoft Office – working knowledge at an intermediate level;
- Proven analytical skills, accuracy and attention to detail are a necessity;
- Ability to organize multiple tasks, set priorities and meet deadlines;
- Excellent communication, interpersonal and writing skills;
- Diplomacy and ability to work successfully with volunteer groups;
- Customer service focus while maintaining adherence to policy;



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COLLEGE

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Preparing young women to make a difference

- Able to work successfully both in a team environment as well as independently;
- Maintain high standard of discretion dealing with confidential information
- Commitment to Havergal's vision, mission and values.

Employment and Application Details:

Our faculty and staff are the competitive advantage at Havergal College. We offer a competitive compensation and benefits package. Qualified and interested candidates should apply by **December 14, 2018** in confidence to careers@havergal.on.ca and include in the subject heading "Donor Services & Student Billing Associate".

We thank all candidates in advance. We will, however, contact only those selected for an interview. **No phone calls please.**

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at careers@havergal.on.ca.