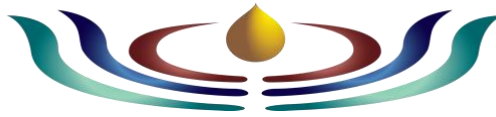


PERSONALIZED EDUCATION GROUP

ENVISION CREATE EMPOWER



Students Accounts Specialist

Personalized Education Group, Inc. is a leader in the Personalized Education Field for students in grades K-12. If you are passionate about education and are looking to work with highly dedicated and passionate co-workers in making a difference in children's lives, PEG, Inc. offers a competitive starting salary and benefits.

Accounts Receivable Specialist (ARS) is primarily responsible for the financial accounting of the organization. The ARS reports to the Executive Director and promotes fiscal responsibility maintaining GAAP standards. The ARS also helps to identify, create and implement new processes and procedures designed to improve CMASAS.

MINIMUM QUALIFICATIONS:

1. Three-years experience preferred using the following systems: Xero, Zenefits, Office 365 for Education (Outlook, Teams, Word, Excel) and Ontraport.
2. Must possess excellent oral, written, and interpersonal communication skills to communicate with students, parents, faculty, and administrative staff.
3. Ability to demonstrate problem-solving and decision-making abilities to facilitate the school learning experience and perform the functions described.
4. Must possess the ability to convey a professional image, as well as effectively represent the organization as appropriate in its relationship with the community.
5. Experience in a fast-moving, dynamic environment, such as a startup company or organization in transition.
6. Associate degree in accounting. (B.A. in accounting preferred)

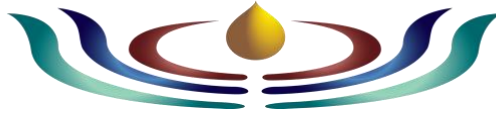
PHYSICAL REQUIREMENTS:

1. Must be able to see a computer monitor.
2. Must be able to perform work at a computer terminal for 6-8 hours a day, and function in an environment with interruptions.
3. Must be able to use a telephone or headset equipment.
4. Must be able to lift twenty (20) pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Accounting:

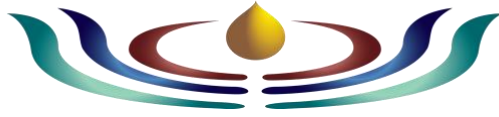
- Maintains financial records including student accounts, financial budgets.
- Ensures all students, new enrollments and returning students, are current on tuition payments, including setup and maintaining recurring payments, registration Fees and documenting all fees in student ledger within SIS.
- Provides weekly updates of past due student accounts to Office Manager, Director of Education, and Course Request Processor through school approved systems.
- Notifies parents/student of past due and declined payments, requesting payment and reviewing enrollment Terms and Conditions including the Payment and Refund terms within 24 hours of declined payment.
- Help to coordinate and manage the workflow to assure that all students' tuition is properly launched and maintained.
- Maintain XERO accounting on a monthly basis with year to date reports available by 15th of each month for previous month end.
- Re-enrollment Renewals – 15-day reminder through Genius email.
- Works with Registrar to properly process student withdrawals as related to financial status of student account.
- Tracking and updating NEW Enrollment Spreadsheet as related to Student Accounts.
- Invoicing – sending out email invoices in special circumstances: partnerships, Graduation Fees,
- Collection of accounts receivable

Other General Administrative Duties:

- Annual Renewals for various state agencies (Employment, Secretary of State, Business License, etc...)
- Annual updates of tax rates
- Complete understanding of CMASAS educational philosophy and how the philosophy is carried throughout the organization.
- Knowledge of all CMASAS systems, procedures and policies and how they affect the organization and student.
- Manage printed, electronic, and telephonic office communications directly with CMASAS families and instructors through school provided technology platforms (CRM, GeniuSIS, Office 365 Skype for Business, etc...).
- Help to establish guidelines and processes for the effective implementation of an integrated administrative/office program.
- Help to implement strategic plan for upgrading and improving administrative/office services across the board.
- Participate in collaborative activities and projects involving other staff.

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- Participate in appropriate training to ensure the smooth implementation of new programs and procedures.
- Work effectively with staff as a part of the Administrative/Office Team.
- Supports Office and Executive Team Staff.
- Other duties as assigned.