Part-Time Financial Assistant

The College School & The Lab School
(located on the Children’s Campus @ UD)
459 Wyoming Road, Newark, DE 19716

**Hours:** 15-20 hours per week, 10 months (with daily/weekly flexibility)

**Required Qualifications:**
- 5 years of direct financial support experience
- Exhibits proficiency in MS Word, Excel and Google
- Performs well in diverse and eventful work environments w/children and families
- Presents with strong written and verbal communication skills
- Displays adept mathematics and problem-solving skills
- Competent in prioritizing and completing tasks in a timely manner

**Preferred Qualifications:**
- Experience with University of Delaware systems (i.e. UD Webforms, UD Time ProCare, Works, Concur)

**Shared Responsibilities:**
- Provide general administrative and financial support to Directors & Staff
- Monitor school entry and greet visitors
- Organize monthly billing and refer all inquiries to financial department
- Post payments from families in ProCare and prepare bank deposits
- Post tuition payments (On-line Cashnet – daily, ACH – 2x monthly, Payroll deductions – 2x monthly, POC – monthly)
- Bill families for monthly tuition for school year programs, Play& Grow, Summer Camps, Before/After-Care, School Clubs, Hot Lunch and monthly POC co-payments
- Bill State of Delaware for monthly POC
- Maintain ProCare system and add payors, emails address, relationships
- Prepare and send monthly statements to families
- Interact and communicate with families and staff of The College School and Lab School on matters of billing, payments and statements questions and issues refunds
- Manage and support Concur operations
- Send procurement notices to staff regarding outstanding receipts in Concur

*Please send cover letter and resume to School Directors, Laura Dougherty (lcd@udel.edu) and Dorit Radnai-Griffin (doritrg@udel.edu)*