



# American School of Brasilia

Learners Inspiring Learners

## **JOB DESCRIPTION ACCOUNTS RECEIVABLE ASSISTANT**

**Summary:** Operates the various finance and administrative functions, which include maintaining the billing system, assisting in general financial management and analysis, generating invoices and account statements, assisting in producing monthly financial and management reports, performing account reconciliations, maintaining accounts receivable files and records, investigating and resolving any irregularities or inquiries.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist the Operations Coordinator with running the finance department, focused but not exclusively on accounts receivable.
2. Client support via telephone, email, and on campus both in English or Portuguese languages.
3. Operate students' re-enrollment, enrollment, and withdrawals cooperating with the Admissions Department.
4. Issue monthly management reports to peers, including revenue and students reports.
5. Keep accounts reconciliations up to date.
6. Provide proper documentation to the Accounting Department regarding the accounts receivable department.
7. Collect default credits by following the Business Office procedures.
8. Address the relationship between collection and the legal department filing of lawsuits to recollect credits in the event of default.
9. Administer the billing process for extracurricular activities that occur during the school year.
10. Provide support to international institutions regarding school fees.
11. Prepare reports as requested by various departments.
12. Advise the Operations Coordinator on the development of policies and procedures, developing drafts for review as needed.
13. Any other activity requested by the Business Director or Operations Coordinator.

### **SUPERVISION:**

Under the supervision of the Operations Coordinator

### **REPORTS TO:**

Operations Coordinator

### **EVALUATION:**

Annually by the Operations Coordinator

### **SALARY:**

As stipulated by the School's salary scale - Administrative Assistant

### **WORKING HOURS**

Monday- Friday: 7:45 a.m. to 4:45 p.m.

\*Periodic evening and weekend work required.



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**QUALIFICATIONS / REQUIREMENTS:**

- B.A. in Business Administration or Equivalent
- 2 years experience in an office setting
- Fluency in English and Portuguese (any other language a plus)
- Strong organizational /communication/ computer skills
- Experience with ERP system a plus (TOTVS)
- Flexible hours
- Other required skills: A keen eye for detail / An ability to work independently / An ability to prioritize and manage expectations / The ability to communicate articulately and efficiently with other people within the company