

Kayla's Children Centre (KCC) is a school, therapy clinic, and recreational centre for children with disabilities, behavioural challenges, and complex medical needs. The centre supports children ages 6 weeks to 21 years who have a wide range of disabilities and provides a variety of specialized programs that enable them to flourish academically, socially, and emotionally. KCC also offers personalized supports and respite for families.

KCC's programs include a licensed day care and specialized school; on-site therapy centre; after-school and weekend respite; adapted sports; life skills programs for teens; a state-of-the-art hydrotherapy centre; and day and overnight camps.

For more information about our centre, please visit: <https://kaylaschildrencentre.org/>

Role: Accounts Receivable Associate- Tuition Office (Full Time)

Key Responsibilities:

1. Tuition & subsidy process

- Prepare and issue tuition and fee invoices to parents and guardians.
- Assist in the Subsidy Application Process by documenting, coordinating, and communicating with all stakeholders
- Process all tuition payments and set up ongoing payment plans
- Ensure all payments are correctly allocated to the respective student accounts.
- Respond to inquiries from parents, guardians, and staff regarding billing and payments.

2. Collections

- Monitor outstanding accounts receivable and follow up on overdue accounts.
- Communicate with parents/guardians regarding overdue payments and arrange payment plans if necessary.

3. Reporting:

- Regular reconciliations and reports as required by management.
- Assist in the preparation of financial reports and audits as required.

Qualifications:

- Strong verbal and written communication skills
- Empathetic and supportive approach in interacting with families
- Strong computer literacy and proficiency with a variety of platforms
- Ability to take initiative and problem-solve, with exceptional organizational skills

Benefits:

- Salary commensurate with experience.
- Health and retirement benefits package.