



DAYTON RAIDER POSITION DESCRIPTION DOCUMENT

Position: Billing Coordinator

General Characteristics

The Billing Coordinator is a volunteer for the Dayton Raiders, as such is committed to the organization's mission. The member is eager and willing to commit his/her time and energy to enrich the organization. The member is passionate about the mission and willing to use his/her connections, resources and professional skills to fulfill his/her responsibilities.

Position Summary:

Manage accurate and timely billing, collection and reporting activities for team member accounts receivable.

Average Monthly Hours: 40 hours

Knowledge, Skills, and Abilities Required:

- Basic experience using accounting software is preferred
- Excellent communication skills – ability to use courtesy and tact in both written and oral communications
- Intermediate skills and abilities with Microsoft Office software to include Word and Excel
- Intermediate skills and abilities using the internet, email, and web-based programs
- Familiarity with banking principles to include Automated Clearing House (ACH) processes preferred
- Demonstrates strong attention to details
- Ability to exercise discretion and maintain confidentiality

Responsibilities and Tasks:

- Manage a Monthly Billing database and Fundraising Assessment database through the use of Hy-Tek Sports Business Manager that includes:
 - Posting membership training group charges, meet entry fees, team fees, equipment charges and additional fundraising activity
 - Posting fundraising charges and credits from various fundraising activities throughout the fiscal year until said assessment is met
 - Post any additional team charges, debits, or credits as required for overall team billing functions
 - Perform a minimum of one back-up daily of the Hy-Tek database
 - Provide to the Treasurer an archival copy of the Hy-Tek database on CD of each month's account activity during the first week of the following month.

- Create and manage templates and batches through National City Bank's Web-based ACH services
- Collect payments via ACH services and/or check, make deposits and post debits to membership's accounts
- Develop level billing payment options for members that will allow for monthly budget planning
- Notify membership of monthly accounts activity through various customized electronic invoices
- Notify account holder of any past due balances, insufficient funds, and activity that may be required for account reconciliation
- Coordinate and/or support new member activity with coaches and new member welcome coordinator to ensure proper registration set by team guidelines and Ohio Swimming
- Manage and record all membership billing inquiries promptly and sufficiently related to billing activity that include registration, meet entries, fundraising, equipment and any other miscellaneous items
- Submit detailed semi-monthly reports for charges and credits by team member account to the Treasurer
- Submit a detailed activity report to the Treasurer which includes total monthly collections, outstanding balances, and delinquent accounts at 30, 60, and 90 days, and membership gains and losses for annual and session status
- Notify and brief the Treasurer regarding unique billing situations, circumstances and family accounts for review and decision by the Board if normal billing processes cannot or potentially cannot be followed
- Independently reports any potentially inappropriate or unlawful financial transactions or decisions unable to be resolved with the Treasurer involving any Board Member or Officer to the Dayton Raider Board

Relationship and Subordination:

This position is responsible to the Board of Directors and takes daily direction from the Treasurer.

Other Considerations:

- Must have an individual internet service provider
- Must have independent transportation
- Must sign and abide by the Dayton Raiders Ethics Policies

Compensation:

- Receives waiver of swimming fees for the eldest swimmer

Approved By: The Dayton Raider Board

Approved Date: 12 February 2008

Dayton Raider Document: DRD-12

Contact Raider Team Treasurer Dave Senseman at billing@daytonraiders.com if you are interested