

DuBow
PRESCHOOL



Martin J.
GOTTLIEB
DAY SCHOOL

DIRECTOR OF ADMISSIONS AND SCHOOL ACCOUNTS

Job Post

DuBow Preschool and Martin J. Gottlieb Day School is looking for an individual who is detail oriented, friendly, and enjoys being around children. The schools are part of the Jacksonville Jewish Center facility and serve children ages 6 months through 8th grade. School administrators work as a team to support one another and the mission of the schools.

OVERVIEW

The Director of Admissions and School Accounts is responsible for representing and marketing the school to parents, prospective parents, and the community in order to bring in new students and retain current students and for managing tuition billing, the financial aid process, and state scholarships; keeping detailed financial records; acquiring supplies and coding invoices.

GENERAL JOB RESPONSIBILITIES

Admissions

- Build a network of relationships with outside institutions or groups that can be helpful in attracting students
- Create positive prospective and current parent experiences through tours, events, programming.
- Plan, coordinate, and participate in recruitment and retention events.
- Develop and maintain promotional materials.
- Manage school and event communications.
- Manage data regarding admissions, enrollment, withdrawals, inquiries, applicants, and attrition.
- Handle all aspects of enrollment management.

School Accounts

- Provide tuition-related accounts receivable duties
- Lead the financial aid process, including parent communication
- Initiate and ensure compliance with state scholarships
- Respond to parent inquiries related to charges and account balances
- Maintain accurate financial records and scholarship documentation
- Act as purchasing agent for school
- Code invoices
- Collect and verify timekeeping information for employees
- Assist with end-of-month reconciliation
- Maintain data records to complete annual survey as required by accreditation body

- Assist with preparation and filing of annual budget and associated reports in a timely manner
- Prepare and consistently update the Student Accounts Procedures Manual

DESIRED EXPERIENCES / QUALIFICATIONS

- Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate.
- Two years of responsible varied administrative support experience involving public contact is required.

KNOWLEDGE OF

- Google Suite tools (Email, Calendar, Drive)
- Blackbaud Software Products, desired
- Microsoft Office Suite, especially Word and Excel

SKILLS

- Approachable and personable
- Interact comfortably with a variety of people
- Sensitive to needs and sensitivities of families
- Customer service and marketing
- Work under time pressure with an attention to detail and commitment to excellence
- Team player
- Collaborative nature
- Self motivated and proactive
- Discreet with clear boundaries
- Exceptional written and verbal communication
- Superior organizational abilities
- Punctual
- Professional
- Ambassador for the school and its mission

STATUS

- 12 months
- 40 hours per week
- Exempt
- Available evenings and weekends for events

ORGANIZATIONAL RELATIONSHIPS

Reports to the Head of Schools. Partners with the entire faculty and staff.

ANTI-DISCRIMINATION POLICY

DuBow Preschool and Martin J. Gottlieb Day School is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.