Accounts Payable Specialist/Financial Office Analyst

The Savannah Country Day School is seeking an Accounts Payable Specialist/Financial Office Analyst. Under the general supervision of the Controller, this position serves as part of the Administrative Office team and works with the entire Savannah Country Day community. Qualified candidates will have knowledge of accounts payable and general accounting principles and procedures. Typical duties and responsibilities may include, but are not limited to:

- Reviews and verifies invoices and processes check requests.
- Ensures accurate and timely payment of all invoices.
- Corresponds with vendors.
- Maintains expense management system records for all forms of payment, including bank drafts, credit card payments, and paper checks.
- Compiles data and prepares financial reports to be used by all departments that address their specific needs.
- Trains new employees on the school's expense management system and procedures.

Required Skills:

- Understanding of the basic principles of finance, accounting, and bookkeeping.
- Superb time management skills, accuracy, and attention to detail.
- Ability to work independently and meet deadlines.
- Excellent communication skills, possessing the ability to communicate effectively with vendors, employees, and members of the SCDS community.
- Willingness and ability to work with financial/technological systems to advance and improve payment processing.

Qualifications:

- Bachelor's degree in Business, Information Technology, Accounting or Finance from an accredited college or university (OR)
  Associate's degree in Business, Accounting or a related field, with demonstrated work experience specific to this position.
- 1-3 years of experience in Accounts Payable or a similar position.
- Experience with accounting software, such as QuickBooks or Blackbaud.

Physical Demands:

Work is typically performed in an office/classroom environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or carries objects of a light-medium weight, up to 25 pounds. Full range of hand and finger motion may be utilized for data entry purposes.

To Apply:

Interested candidates should submit a cover letter, resume and references to Dana Meyer, Controller/Director of Financial Aid, dmeyer@savcds.org candidates must pass a background check, Motor Vehicle Record check, and reference check.

About Us:

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from 4-month-olds to 12th graders, SCDS is truly a family school. Situated on a beautiful, 65-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities. Significant funds are available for faculty professional development and our faculty average 21 years of experience with 75% of faculty holding advanced degrees.

Interested candidates can view more about the school on our website at https://www.savcds.org.

Inclusion at Savannah Country Day School:

The Savannah Country Day School is guided by the school’s mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated;
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance;

SCDS seeks candidates of all cultures and backgrounds who embrace the school’s mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.

Equal Opportunity Employer