



Bursar/Accounts Receivable

The Savannah Country Day School is seeking a detail oriented, customer focused individual to serve as Bursar, supervising all accounts receivable functions. This 12-month role is responsible for all invoicing and monetary receipts associated with, but not limited to, student accounts. The ideal candidate is highly organized, keenly detail-oriented, professional, and committed to providing excellent customer service to students and families, while maintaining confidentiality and integrity of financial information.

Typical duties may include, but are not limited to the following:

- Receives payment for student tuition and miscellaneous student fees.
- Accurately records/applies payments, and reconciles student accounts, including tuition, fees, financial aid, deposits, and other charges.
- Prepares and records bank deposits, to include those made by ACH. This function requires reconciliation with multiple payment processing systems.
- Responsible for preparation and processing of student enrollment contracts for all four divisions – Little School, Lower School, Middle School, and Upper School. Ensures all tuition is billed accurately according to the student enrollment contract.
- Collaborates with other divisions to invoice students/families on a monthly basis for activities and fees beyond tuition.
- Works with the Booster Club, Parent's Association, and Arts Alliance on processing receivables as needed.
- Serves as a key point of contact for families, professionally responding to questions or concerns regarding student accounts.
- Maintains billing related records and documentation. Prepares financial reports and account information as needed for the Controller and CFO.
- Carefully reviews complex documentation, entries, and reports for accuracy and completeness. Ensures integrity and confidentiality of financial records.
- Assists with year-end close-out activities and preparation of documentation required for the school's annual financial audit.
- Provides backup support for other Business Office functions, and performs other duties as assigned.

Qualifications

- Associate's degree in accounting or related field; bachelor's degree strongly preferred.
- Three (3) to five (5) years' experience in accounting, accounts receivable, billing, or a related financial position desired. Experience working in an independent school or other educational environment is strongly preferred.
- Experience working with financial or accounting software and/or student information systems, particularly FACTS Management, and Blackbaud Financial Edge desired.
- Demonstrated ability to maintain accurate financial records and reconcile accounts.
- Strong written and verbal communication skills, as well as an enthusiastic customer-oriented focus are required for interacting with families and colleagues.

Physical Demands

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

To Apply

To express interest in the position, candidates should email a cover letter and resume to Dana Meyer, Controller/Director of Financial Aid, dmeyer@savcds.org. Candidates must pass a criminal background check, credit 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 infants to 12th grade, 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.

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