Accounting Manager

The Savannah Country Day School is seeking a detail focused individual to serve as Accounting Manager. Reporting to the Chief Financial Officer (CFO), the Accounting Manager supervises the school's accounts payable and accounts receivable functions, financial reporting, general ledger, reconciliations, and financial closeout processes. This key position is responsible for maintaining accurate financial records, maintaining strong internal controls, supporting audit and compliance requirements, and ensuring the integrity of the school's financial information. The ideal candidate brings substantial accounting experience, a strong understanding of Generally Accepted Accounting Principles (GAAP), sound analytical skills, and the ability to independently manage complex accounting responsibilities while leading and supporting Business Office team members. Experience in nonprofit, independent school, higher education, or another fund-accounting environment is strongly preferred.

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

- Supports the CFO in maintaining the accuracy and integrity of the general ledger, preparing and reviewing journal entries, accruals, allocations, and account reconciliations.
- Performs monthly balance sheet and general ledger reconciliations, researches and resolves discrepancies, and assists with monthly and annual close processes.
- Prepares financial reports and supporting schedules, analyzes account activity and budget-to-actual results to identify unusual transactions, trends, errors, and necessary adjustments.
- Supports accounting and reconciliation for restricted and unrestricted funds, contributions and pledges, endowment and investment activity, and releases of donor restrictions.
- Maintains supporting schedules for restricted funds, endowments, capital projects, fixed assets, and other designated funds.
- Partners with Advancement and other departments to ensure financial activity is accurately reconciled and recorded in the general ledger.
- Prepares and reviews bank, investment, and other significant balance sheet reconciliations, researches and resolves outstanding items.
- Maintains schedules for cash, investments, prepaid expenses, accrued liabilities, deferred revenue, fixed assets, and other balance sheet accounts.
- Assists with recording investment activity, income, realized and unrealized gains and losses, fees, and other cash and investment activity.
- Performs a significant role in the annual financial statement audit, to include preparing audit schedules, reconciliations, supporting documentation, and providing responses to auditor requests.
- Assists the CFO with information required for Form 990 and other regulatory filings and help ensure compliance with GAAP and School accounting policies.
- Implements recommendations resulting from audits and internal control reviews.
- Collaborates with the CFO to evaluate accounting procedures, strengthen internal controls, and identify opportunities to improve accuracy, efficiency, and accountability.
- Documents accounting procedures, maintaining appropriate segregation of duties, and supports accounting system improvements and integrations.
- Proactively identifies accounting issues and work withs the CFO to develop and implement appropriate solutions.
- Directly supervises the Bursar/Accounts Receivable and Accounts Payable roles.
- Coordinates with the CFO, Accounts Payable, Bursar, Financial Aid, Development, Auxiliary Programs, and other departments to ensure transactions are recorded accurately and timely.
- Provides accounting guidance to colleagues and serve as a resource on account coding, documentation, and appropriate accounting treatment.
- Serves as a backup for critical accounting functions and participate in Business Office projects and initiatives as needed.

Qualifications

- Bachelor's degree in accounting, finance, or related field; Master's degree preferred. CPA, CPA candidate, CMA, or other professional accounting credential preferred, but not required.
- Five (5) or more years' experience in accounting, to include supervising accounts payable, accounts receivable, and related financial functions desired. Experience working in an independent school or other educational or non-profit environment is strongly preferred.
- Experience with financial or accounting software and/or student information systems, particularly FACTS Management, and Blackbaud Financial Edge desired.
- Advanced Microsoft Excel skills, strong analytical and problem-solving abilities are required.
- Demonstrated ability in general ledger accounting, reconciliations, journal entries, financial reporting, month-end close, and annual audits.
- Strong written and verbal communication skills 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 Cam Pope, Chief Financial Officer, cpope@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