



# Charleston Day School

**Position/Title:** Business Office Assistant and Accounting Specialist

**Reports To:** Director of Finance

**Position Summary:**

The Business Office Assistant and Account Specialist is primarily responsible for maintaining an accurate and timely student billing and collection process, managing the accounts payable cycle, completing month-end closing responsibilities and account reconciliations for designated accounts and assisting with financial projects in the Business Office.

**Duties and responsibilities include:**

- The primary school contact for matters related to student accounts, responsible for investigating and prompt resolution of billing questions and concerns.
- Enter annual tuition and fees within the Billing Management system.
- Calculate and bill student charges on a monthly basis.
- Ongoing in-house collection of receivables.
- Maintain proper accounting for student billing and reconcile to the general ledger.
- Assist the Director of Finance with the monthly close of accounts receivable and preparation of the annual audit.
- Responsible for assisting families with payment plan options and online billing questions.
- Record and deposit checks and other miscellaneous payments received by the Business Office.
- Manage all aspects of the Accounts Payable cycle while adhering to established internal controls.
- Accurately review, code, and process vendor invoices and check requests on a regular basis.
- Perform data entry associated with accounts payable.
- Review and reconcile invoice discrepancies.
- Address and respond to vendor inquiries.
- Preparation of 1099 forms and fiscal year-end audit procedures as they relate to Accounts Payable.
- Prepare and file the Annual sales and use tax return.
- Manage the purchase card program. Ensure all cardholders have completed the online expense report and attached receipts.
- Review account coding and import into the financial accounting software.

- Coordinate with the development office on gift deposits and recording. Reconcile Raiser's Edge detail to the general ledger monthly.
- Support the advancement office as needed.
- Provide backup and support for payroll and benefits administration.

### **Qualifications**

A bachelor's degree or equivalent experience. Additional qualities should include:

- Approximately 3-5 years' experience.
- Ability to work independently and as part of a team.
- Excellent interpersonal, communication and listening skills.
- Commitment to and ability to execute superior customer service.
- Basic knowledge of accounting theory and business.
- Accuracy, attention to detail and ability to follow through.
- Excellent organizational skills with ability to multi-task and prioritize work.
- Experience with Blackbaud FENXT and RENXT preferred.

### **Work Environment**

- Full-time, in-person position, working during normal school hours. Would consider partial remote work schedule.

### **About Charleston Day School**

Charleston Day School (CDS) is a coeducational K-8 day school located in the heart of downtown Charleston, a city rich in history and steeped in beauty. The School and the city have been closely intertwined throughout the 86 years of the School's existence, and Charleston is an integral part of Charleston Day School's identity. From its beginnings as a small neighborhood school to its current manifestation as a vibrant 250-student urban institution that serves families throughout the city, CDS has steadfastly maintained a reputation for both rigorous academics and emphasis on character development. The mission of CDS is "to foster scholarship, integrity, respect, and responsibility" in its students.

CDS is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). For more information on Charleston Day School, please visit our website at [www.charlestdayschool.org](http://www.charlestdayschool.org).

Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.

Interested candidates should send a cover letter and resume to [registrar@charlestday.org](mailto:registrar@charlestday.org).