

Bursar

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over a thousand students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Bursar with the primary responsibility of handling student tuition accounts. This position reports to the Chief Financial Officer. This exempt, professional position in our Business Office is year-round, normally eight hours each weekday. Additional hours may be needed during busy periods. In addition to other benefits, four weeks of vacation are provided excluding in the months of July and August.

Qualifications (preferred candidates will possess the following qualifications):

- A four-year bachelor's degree or equivalent in business administration which includes significant accounting coursework
- A minimum of four years of experience in accounts receivable including billing, receipts processing, deposits, collections and A/R database management
- Experience in the nonprofit or educational sector preferred
- A strong understanding of accounting including journal entries, balancing and audit schedules preparation
- Experience with written and verbal customer communication
- A customer service-oriented manner
- Proficiency in Microsoft Word, Excel spreadsheets and accounting computer databases with import/export aspects; Blackbaud and FACTS software experience preferred
- Strong interpersonal, organizational, computer and mathematical skills required

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- In conjunction with a third-party processor, maintain student accounts and payment plans which includes billing tuition and fees, and posting payments, financial aid and other credits
- Respond to parents' student account questions in a prompt, friendly and helpful manner
- Produce, maintain and balance journals related to accounts receivable, deposits, deferred revenue and refunds
- Coordinate collection of delinquent student accounts; routinely report to the CFO on past-due accounts collection progress
- Balance enrollment, tuition revenue, financial aid and other tuition discounts to the Admissions and Financial Aid Office records on a monthly basis

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Position Expectations (continued):

- Post donations to the general ledger
- Maintain pledges receivable spreadsheets
- Balance donations to the Development Office records on a monthly basis
- Prepare bank deposits and enter the related journal entries
- Prepare spreadsheets and reports as requested, including audit workpapers
- Prepare budget printouts for distribution and respond to questions from budget managers
- Handle petty cash disbursements, process cash box requests and provide general office support
- Assist the CFO and Controller with other Business Office tasks as necessary

Physical Conditions (candidates must be able to manage the following conditions):

- A busy office environment where multi-tasking is the norm, where conscientious and detailed attention to the work is necessary to minimize errors, where a strong commitment to confidentiality is required, and where a cooperative, flexible attitude is needed
- Routine deadlines which require working additional hours during busy periods
- Frequent employee and parent community questions that require prompt and friendly responses
- A non-smoking campus environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Melissa Soderberg, Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.