



THE TATNALL SCHOOL

Founded in 1930, The Tatnall School is an independent, coeducational, college preparatory day school situated on a pastoral, 110-acre campus in Greenville, Delaware, near Wilmington. Tatnall includes four academic divisions with 500 students from age 2 through grade 12. Its challenging academic curriculum and programs, award-winning faculty, and state-of-the-art facilities create an environment of educational excellence. Because of its emphasis on creating a caring and nurturing community, Tatnall's motto, omnia in caritate – all things in love, is at the core of everything the School does.

Reports to: The Chief Financial Officer

Hours: 8 a.m. - 4 p.m.

Status: 12-Month Exempt

The Student Billing and Accounts Payable Specialist will have primary responsibility for the efficient and effective organization and operation of all functions related to the Student Billing and Accounts Payable process. This process includes collections, direct interaction with families regarding their accounts, resolving account problems, posting payments from various sources of origination, processing refunds through the student billing database, adjustments, reconciling various ledger accounts, and other duties as assigned by the Head of School or Chief Financial Officer.

Responsibilities include but are not limited to:

Student Billing

- Respond to a high volume of emails related to inquiries and requests from parents, students, staff, administration, and faculty. Assist families in using the online student billing portal to investigate and resolve concerns related to billing.
- Organize and manage the billing, including collection, deposit, and recording of tuition, fees, and other student-related transactions.
- Maintain and monitor the e-billing reporting and process electronic billing through our student billing system.
- Reconcile and record all payments through our third-party international currency payment processors.
- Provide support for managing the tuition refund plan and student health insurance plan.
- Prepare journal entries to record monthly student billing activity.

- Learn and understand the reconciliation function of student billing sub-ledger to accounts receivable in the general ledger and other student-related general ledger accounts and assist with the reconciliations as needed.

Accounts Payable

- Review, verify approval, code, and process all invoices and reimbursement requests.
- Verify the accuracy and completeness of each invoice.
- Maintain approved purchase orders and match them with invoices.
- Review and approve all credit card charges.
- Generate A/P checks and electronic payments weekly; file A/P back up.
- Respond to vendor, staff, and parent inquiries promptly.
- Reconcile accounts payable and open invoice reports to the general ledger.
- Post accounts payable to the general ledger.
- Review monthly vendor statements and resolve any discrepancies or outstanding balances.
- Clear paid checks monthly; follow up on outstanding aged checks.
- Maintain vendor files and annual contracts.
- Maintain W-9 forms for 1099 vendors; prepare 1099's annually.

Qualifications

- Minimum High School Diploma or GED; Bachelor's degree in a related field preferred.
- Three (3) years of experience directly related to the duties and responsibilities.
- Preferred database administration, accounting systems, customer service, and collections knowledge.
- Experience working in a Business Office setting in an educational environment is preferred.
- Strong organizational skills. Ability to multi-task and work with high accuracy and attention to detail with strong follow up skills.
- General understanding of financial and operational policies and procedures; ability to make rational decisions.
- Excellent oral and written communication skills; capable of drafting and editing correspondence and other written materials.
- Ability to interact with individuals on all levels, providing the highest level of customer service to various internal and external individuals.
- Strong computer skills, including word processing, excel, database management, and email. Ability to adapt and learn new software and systems is critical.

- Capable of self-direction, taking initiative, using good judgment, and being flexible and forward-thinking.
- Approach change as an opportunity for growth and development in self and the office.
- Ability to remain professional at all times; organize and prioritize work assignments with the ability to meet deadlines in a busy work environment; demonstrate flexibility to changing situations and priorities.
- Strong analytical and problem-solving skills; ability to recognize and correct errors and accounting discrepancies; and a commitment to high-quality work.
- Team player with the ability to work independently.

Additional Responsibilities:

Other duties as assigned by the Head of School or CFO

Interested candidates should electronically submit a cover letter and resume to:

Kyle Lewis
Chief Financial Officer
kylelewis@tatnall.org

To learn more about The Tatnall School, please visit our website at www.tatnall.org.

The Tatnall School is committed to the principles of equal employment opportunity and a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to age, gender, race, color, religion, disability, sexual orientation, gender identity or expression, national origin, ancestry, genetic predisposition, or other categories protected by Delaware or federal law.