

The Cambridge School

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Employment Opportunity

Job Title: Staff Accountant
Department: Finance & Operations
Reports to: Business Manager
Status: Non-Exempt, Full-Time

OVERVIEW

The Cambridge School is a K-Prep through 12th grade Classical Christian school located in beautiful San Diego, CA. Founded in 2006 for the purpose of providing a distinctly Christian education in the classical tradition, Cambridge is equipping its students to know, love, and practice that which is true, good, and beautiful and is preparing our students to live purposefully and intelligently in service of God and neighbor. Get acquainted with us at www.cambridgeclassical.org.

The Cambridge School is seeking a full-time Staff Accountant who will be responsible for managing all aspects of the daily bookkeeping and accounting tasks for the Business Office. Primary responsibilities include accounts payable, reimbursements, preparing bank deposits, reconciliations, student billing, and other finance-related duties including assisting with monthly close, depreciation schedules and bi-monthly financial reports. This position is also responsible for coordinating the lunch program and the after-school enrichment activities, including scheduling, student registration and billing. In addition, this person will be trained to cover the front office desk when the occasional need arises.

Minimum qualifications for this position:

- Bachelor's degree
- 2 or more years of previous experience in accounting
- Previous experience utilizing accounting software.
- Experience with software specific to independent schools is preferred.

This individual must exhibit impeccable accuracy and attention to detail, great organizational skills, as well as a track record of reliability, confidentiality, and conscientious and proactive work habits. Successful candidates will wholeheartedly agree with our school's Statement of Faith, Mission and Vision, and will serve as a positive influence within the culture and community of the school.

If you are interested in pursuing this unique opportunity, please send a letter of interest and your résumé or curriculum vitae to careers@cambridgeclassical.org.