



Oxbridge Academy

SENIOR ACCOUNTANT

West Palm Beach, FL

SCHOOL OVERVIEW

Oxbridge Academy is an independent middle and high school for grades 6-12 in West Palm, Florida.

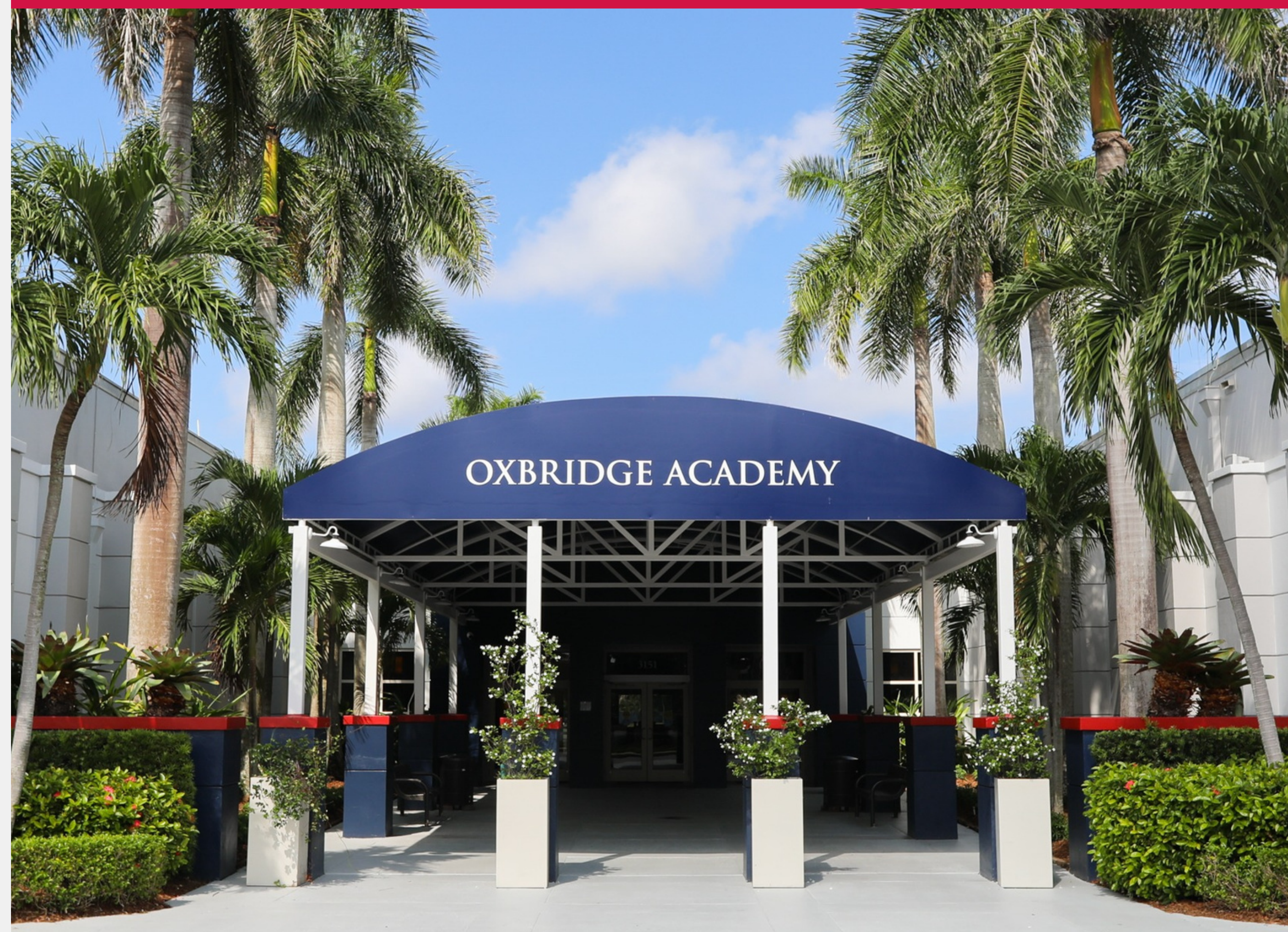
SUMMARY OBJECTIVE

Oxbridge Academy is seeking a Senior Accountant for the Business Office. The incumbent will play a crucial role in managing the financial operations of the institution. This position requires a highly skilled individual with extensive accounting experience, strong attention to detail, and a deep understanding of financial management in an educational setting. The Senior Accountant reports directly to the Accounting Manager.

KEY RESPONSIBILITIES:

- Ensure business compliance with State for private school scholarships, including application of funds, managing contact with state and families for all scholarship questions.
- Accounts Receivable: Oversee the processing of invoices, payments, and receipts. Ensure timely and accurate recording of financial transactions, including tuition payments, donations, and other invoicing.
- Financial Analysis: Conduct financial analysis to support decision-making processes and identify areas for cost optimization or revenue enhancement. Prepare ad hoc financial reports and presentations as requested by school leadership.
- Audit and Compliance: Facilitate annual audits and ensure compliance with regulatory requirements and internal controls. Address any audit findings and implement corrective actions as necessary.
- Policy Development: Contribute to the development and implementation of financial policies and procedures to safeguard assets, mitigate risks, and promote financial sustainability.
- Collaboration: Work closely with colleagues in the business office, academic administration, and other departments to support the overall mission and strategic objectives of the school. Foster a collaborative and service-oriented culture within the business office team.
- Professional Development: Stay informed about developments in accounting standards, regulations, and best practices within the independent school sector. Pursue opportunities for professional growth and development to enhance job performance and effectiveness.

START DATE: March 1, 2024



QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field preferred.
- 5+ years of progressive experience in accounting or finance, preferably in an educational or nonprofit setting.
- Strong proficiency in accounting software (e.g., Sage Intacct) and Microsoft Excel.
- Excellent analytical skills with the ability to interpret financial data and generate meaningful insights.
- Knowledge of GAAP and nonprofit accounting principles.
- Effective communication skills, both written and verbal, with the ability to present financial information to diverse audiences.
- Demonstrated organizational skills and attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment.
- Commitment to the mission and values of the independent school.

HOW TO APPLY

Oxbridge Academy has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Human Resources Manager Elizabeth Fox), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com.

Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Please, no phone calls.

