Staff Accountant/Accounts Receivable

Berkeley Preparatory School

Tampa, FL

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,470 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Staff Accountant/Accounts Receivable

Berkeley Preparatory School seeks a curious, energetic, hardworking professional with demonstrated accounting knowledge to join the well-established, effective and friendly Business Office team. Working in-person with both the Director of Finance and the Assistant Controller, the Staff Accountant will foster the financial sustainability of the school within a culture of excellence, accountability, integrity, teamwork, and customer service. The successful candidate will be eager to learn, display a growth mindset, and consistently demonstrate a positive approach.

The duties and responsibilities outlined below are representative of those that must be met by an employee to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Essential Duties and Responsibilities:

- Assist with month-end close
- Perform journal entries, supporting schedules, and account reconciliations
- Manage the full student billing cycle
- Ensure accurate and timely additions to student tuition accounts using Blackbaud's Tuition Management software
- Assist with cash receipts and deposits
- Serve as primary point of contact for parent questions
- Collaborate with Business Office team members to improve workflows and financial processes
- Special projects, as needed

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field AND/OR 3+ years professional accounting experience
- Proficiency in Excel (pivots/vlookups) and comfort using financial software systems
- Team player willing to learn new tasks and be flexible
- Solid communication skills required
- Excellent time management skills required
- Ability to maintain confidentiality and handle sensitive information professionally

Compensation and Benefits:
The compensation package will be competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:
Select here to apply now.

All inquiries and nominations are kept confidential.
Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within

this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.