



THE CAMBRIDGE SCHOOL

Classical Education • Christian Worldview • Fully Integrated

Employment Opportunity

Job Title: Bookkeeper
Job Type: Part-Time
Department: Business Office
Reports to: Business Manager

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.

We are seeking a part-time bookkeeper who will be responsible for managing the bookkeeping in the Business Office at The Cambridge School. Primary responsibilities include accounts payable, bank deposits, reconciliations, and other finance-related duties. Minimum qualifications for this position are two or more years of office or bookkeeping experience, use of QuickBooks and/or common bookkeeping software, and previous experience in accounting. The individual must have accuracy and attention to detail, great organizational skills, as well as a track record of reliability, confidentiality, and conscientious work habits.

More hours may be available if the individual is interested in being an assistant for the Development Office.

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.