

# Employment Opportunity

The Cambridge School



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Position Title **Accountant**

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Location The Cambridge School, San Diego, California

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Reports To Chief Business and Operations Officer

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Job Type Full-Time, 12-Months

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Salary Range \$65,000 - \$90,000 DOE

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## About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 18 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at [www.cambridgeclassical.org](http://www.cambridgeclassical.org) to learn more and apply!

## Position Overview

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The accountant performs a full range of functions in preparing and maintaining the School's financial and accounting records, reports, and systems. Sound professional judgment and a thorough knowledge of accounting principles and financial management practices are applied in overseeing the day-to-day accounting operations of the School. The Accountant produces timely and accurate reconciliations and reports and is a champion of strong internal controls, process improvements, and compliance with all federal, state, and local laws.

## Essential Duties and Responsibilities

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- Oversee the proper functioning of the School's accounting processes and systems through reviews, analyses, monitoring, reconciliations, and maintenance.
  - Prepare financial statements, reports, and analyses on a periodic basis or as requested.
  - Assist in the preparation and submission of semi-monthly payroll, including reimbursements.
  - Assist in the administration of the School's 403(b) retirement plan.
  - Assist in the preparation of annual budgets and five-year strategic financial plans.
  - Support the completion of annual reviews or audits by independent accountants.
  - Support the completion of relevant federal and state filings.
  - Complete annual surveys and reports for trade organizations.
  - Maintain competency in accounting practices and regulations, particularly not-for-profit accounting.
  - Perform other related duties as necessary or assigned.
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## Requirements

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- Demonstrated passion for the mission, vision, and values of The Cambridge School.
- Bachelor's degree in accounting, business administration, or a related field; master's degree and/or CPA licensure preferred.
- Minimum of 3 years of experience in accounting, business administration, or a related field, ideally in an independent school or a non-profit setting.
- Strong background in technical accounting, reporting, and/or internal controls.
- Ability to maintain a high level of confidentiality and professionalism with all stakeholders.
- Fluency in Microsoft Office Suite products, accounting software (QuickBooks Online), and database concepts.
- Strong written and oral communication skills and highly attentive to details.
- Ability to work well both independently and with others.

## Benefits

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The Cambridge School offers a comprehensive benefits package for full-time employees, including:

- Medical\*, dental\*, vision, and life insurance (\*up to 100% coverage by the School)
- 403(b) retirement plan with up to 4% employer match
- Vacation, personal time off, and sick leave
- Paid holidays
- Professional development opportunities

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## How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to [careers@cambridgeclassical.org](mailto:careers@cambridgeclassical.org).

*The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.*

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