Available Position: Business Office Associate 2024-2025
Department: Business Office
Reports to: Chief Financial Officer
Full/Part-time: Full-time
Date Posted: June 14, 2024
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission. We affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:
As a member of the business office, the Business Office Associate ensures that the office is efficient and that individual team members are supported. The Business Office Associate reports to the Chief Financial Officer.

This role requires accounting knowledge, experience and collaboration across the entire Business Office team. Ideal candidates should be goal-and team-oriented, and have extraordinary attention to detail. This position will remain open until filled.

The Business Office Associate will exemplify Trinity Prep’s four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation
In addition, the Business Office Associate faculty member will exemplify Trinity Prep’s three Core Leadership Competencies that apply to all faculty of the organization:

- Instills Trust with a Customer Focus
- Resourcefulness
- Plans and Aligns

Duties and Responsibilities include the following but are not limited to:

**General Accounting and Financial Reporting:**
- Responsible for managing the accounting function, ensuring accurate and timely financial information.
- Process cash receipts and all Student Billing agreements and payments.
- Reconcile bank and endowment statements on a monthly basis.
- Communicate accounting policies to affected employees and ensure compliance with such policies.

**Cash**
- Supervise all incoming cash receipts and deposits.
- Maintain daily cash balances and review reports from the bank daily.

**Audit**
- Assist in the preparation of schedules and work papers for annual audit (school and 403b plan).
- Maintain permanent office files for all audit schedules prepared by school.

**Other**
- Other tasks may be assigned in support of the Chief Financial Officer.
- Attend professional meetings, educational conferences, and training workshops in order to maintain and improve professional competence.
- Perform other duties as assigned by the supervising administrator.

**Qualifications and Experience:**
- Bachelor’s degree in accounting from an accredited institution or the international equivalent.
- Minimum of 1 year’s experience in non-profit accounting.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Exceptionally capable in written and oral communication with strong organizational skills.
- Proven success working collaboratively with other members of the business department.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.
Certifications Required:
● CPR/AED/First Aid are able to be gained upon hiring.

Benefits:
● Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Application Requirements:
● Interested candidates should complete an application through the below link:
  APPLY NOW

Employee Nondiscrimination Policy:
● Trinity Preparatory School is an Equal Opportunity Employer.