



POSITION TITLE: Staff Accountant

START DATE: Immediate Availability

St. John's Episcopal Parish Day School is distinguished by 75 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 600 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are Empowered to Lead, Inspired to Serve. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

The Staff Accountant is responsible for supporting the school's financial operations through the accurate management of student billing, tuition receivables, deposits, and key accounting reconciliations. This role works closely with the Director of Finance to ensure transactions are properly recorded, reconciled, and reported across the school's financial systems.

The Staff Accountant plays a key role in managing student billing and receivable activity within Veracross, processing deposits, reconciling financial activity between banking platforms and accounting systems, and supporting the preparation of financial reports and audit documentation.

This position is well suited for an early-career accounting professional who is eager to develop strong operational accounting skills while working in a collaborative school environment.

This is a full-time, on-site position reporting to the Director of Finance.

KEY RESPONSIBILITIES & TASKS:

Student Billing & Tuition Management

- Manage student billing processes within Veracross, including tuition charges, adjustments, and account updates
- Serve as School Liaison with the Step Up program and Department of Education
- Process and reconcile Step Up scholarship disbursements and ensure funds are applied accurately to student accounts
- Maintain accurate student account records and ensure tuition activity is properly reflected in the accounting system

- Work with families and administrative staff to resolve billing questions and account discrepancies
- Monitor tuition receivable balances and assist with follow-up on outstanding accounts

Accounts Receivable & Cash Processing

- Process and record deposits and ensure payments are accurately applied to student accounts
- Reconcile bank activity to the accounting system and investigate discrepancies
- Manage the interface between banking platforms, payment systems, and Veracross to ensure all transactions are captured correctly
- Maintain strong data integrity across financial systems and supporting documentation for receivable transactions

Accounting & Reconciliations

- Prepare and complete monthly bank reconciliations
- Reconcile clearing accounts and designated general ledger accounts
- Perform reconciliations between external applications and Veracross to ensure financial activity is properly recorded
- Prepare journal entries and assist with monthly and year-end close activities
- Support reconciliation of designated school funds and financial activities

Financial Reporting & Audit Support

- Assist the Director of Finance in preparing financial reports and supporting schedules
- Prepare audit schedules and provide documentation for annual audits
- Assist with internal reporting and respond to ad-hoc financial inquiries
- Support the implementation and documentation of accounting procedures and internal controls

General Accounting Support

- Ensure daily financial transactions are recorded accurately and timely
- Assist with special financial projects as assigned by the Director of Finance
- Contribute to the continuous improvement of accounting processes and financial systems

QUALIFICATIONS:

The ideal candidate will have as part of their professional portfolio:

- Bachelor's degree in Accounting, Finance, or a related field preferred
- 1–3 years of accounting or financial operations experience preferred; strong entry-level candidates encouraged to apply

- Basic understanding of GAAP, debits and credits, and general accounting principles
- Strong Microsoft Excel skills including formulas, pivot tables, and data analysis
- Experience preparing journal entries and performing account reconciliations preferred
- Ability to learn new financial systems and processes quickly
- Strong attention to detail and commitment to accuracy
- Strong organizational and problem-solving skills
- Ability to manage multiple priorities and meet deadlines
- High level of integrity and professionalism when handling confidential financial information
- Ability to work both independently and collaboratively within a small finance team
- Experience working with financial systems, ERP platforms, or school management systems such as Veracross is a plus but not required.

Physical Requirements and Work Environment

- Generally, works in a standard office environment.
- Regularly sit, talk, hear, and interact with employees, students, and parents,
- Ability to stand and/or sit for extended periods.
- Standing, bending, stooping, reaching, and moving about to coordinate work.
- Some walking up and down stairs.
- May work at a desk and computer for extended periods.
- Be able to lift to 30 pounds occasionally.
- Valid Driver's License.
- Ability to drive at night.

BENEFITS & SCHEDULE

St. John's Episcopal School offers a competitive benefits package designed to support the well-being of our employees and their families.

Benefits include:

- 100% employer-paid medical, dental, and vision coverage for employees
- Employer retirement contributions through the school's 403(b) plan
- Flexible spending account (FSA) options
- Disability and other supplemental benefit options
- Tuition remission for eligible employees' children

The school follows an academic calendar, and the finance office operates on a modified schedule aligned with the school year. Employees benefit from time off during school holidays and breaks, with the exception of Summer.

APPLICATION PROCESS

Interested candidates should submit a resume to eblessing@stjohnseagles.org with the subject line “Staff Accountant Job Application_Last Name.”

Hiring Process

Our hiring process is designed to be thoughtful and efficient, and includes:

- Initial screening call with the hiring manager
- A take home accounting assessment
- Second round in-person interviews

Compensation

The salary range for this position is \$55,000 – \$65,000, commensurate with experience.