



OXBRIDGE ACADEMY

Accounting & Financial Aid Manager

📍 West Palm Beach, FL

Start Date: Immediate Hire

ABOUT THE SCHOOL

Oxbridge Academy is an independent, coeducational college-preparatory school for grades 6–12 on a 54-acre campus in West Palm Beach. Founded in 2011 by philanthropist William I. Koch, Oxbridge was built on the idea that academically motivated students should be able to go beyond a traditional curriculum: to pursue their interests, learn from experts, and apply what they learn to real problems. Our students are encouraged to Lead with Kindness and Act with Courage.

POSITION SUMMARY

The Accounting & Financial Aid Manager supports the Chief Business Officer (CBO) by managing daily business office operations, student billing/enrollment administration, financial aid processing, Florida scholarship coordination, school store operations, and accounting support for audits, tax filings, and financial reporting. This position serves as a key liaison between the Business Office, Admission Office, families, Mission Enrollment, scholarship organizations, and external auditors.

This is a confidential, detail-heavy role requiring strong judgment, accuracy, customer service, and comfort working with family financial information.

Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action and self-conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Business Office Management

- Manage day-to-day Business Office workflow and parent-facing financial service functions.
- Supervise, train, support, and evaluate the performance of three Staff Accountants; provide day-to-day guidance, establish priorities, ensure accuracy and timeliness of work, promote professional development, and foster a collaborative, customer-service-oriented Business Office environment.
- Assign and monitor Business Office staff workloads, review completed work for accuracy and compliance, assist with problem resolution, and ensure consistent application of Business Office procedures and internal controls.
- Serve as a primary contact for families regarding tuition, enrollment contracts, financial aid, and scholarship-related questions.
- Support student billing, account follow-up, payment plans, and related documentation.
- Maintain accurate financial and enrollment-related records.
- Coordinate communication between the Business Office, Admission Office, Registrar, and school leadership.
- Help ensure internal deadlines are met for tuition billing, contracts, deposits, aid awards, scholarship submissions, and audit requests.



Continued →

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT.)

Enrollment Contracts and Admission Liaison

- Serve as the Business Office liaison to the Admission Office.
- Prepare, issue, track, and follow up on enrollment contracts.
- Coordinate enrollment contract data, tuition amounts, deposits, financial aid awards, and scholarship adjustments.
- Ensure family account information is accurate before contracts are released.
- Assist with contract questions, reenrollment support, and account holds when applicable.
- Maintain confidentiality of applicant, student, and family financial information.

Financial Aid Administration

- Manage the administrative side of the financial aid process in coordination with Mission Enrollment.
- Track application completion, supporting documentation, deadlines, and committee-ready files.
- Prepare financial aid data and summaries for review by the CBO and/or financial aid committee.
- Communicate award information and contract adjustments as directed.
- Maintain financial aid records in accordance with school policy and confidentiality requirements.
- Support Admissions during new student tours to discuss financial aid process.

Florida Scholarship Administration

- Manage Florida scholarship administration, including family documentation, award tracking, platform submissions, and account reconciliation.
- Coordinate with scholarship funding organizations, including Step Up For Students or other applicable scholarship administrators.
- Track scholarship funding, payment timing, student eligibility documentation, and related receivables.

Florida Scholarship Administration (cont.)

- Assist with compliance documentation required for participating private schools.
- Coordinate scholarship-related data for audit, agreed-upon procedures, or state reporting as applicable.

School Store Management

- Oversee daily operations of the school store.
- Supervise store staff.
- Recommend improvements to store operations, profitability, inventory controls, and customer service.
- Work one shift weekly in the school store.
- Coordinate annual inventory count and adjust inventory as a result of the count.
- Enter inventory into Lightspeed when new or replenished items are received, print tags and help tag items received.

Accounting, Audit, and Tax Support

- Assist with monthly and year-end accounting close processes.
- Prepare schedules and supporting documentation for the annual audit.
- Assist with Form 990, tax return preparation, and other external reporting requests.
- Prepare account reconciliations, journal entries, receivables, deferred revenue, and tuition-related accounting.
- Maintain organized supporting documentation for auditors and tax preparers.
- Help implement and maintain internal controls over cash receipts, store sales, tuition payments, and scholarship funds.
- Review and approve accounts payable transactions.
- Approve accounts payable and credit card payments.
- Release accounts payable transactions on a weekly basis.
- Petty Cash custodian and Special Events cashbox coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT.)

Accounting, Audit, and Tax Support

- Invoice Spirit Packs for Athletics Department.
- Prepare Facilities Usage Agreements for rental of facilities.
- Review IT purchase requisitions and help manage the IT budget.

Development and College Counseling Liaison

- Invoice donors after special events.
- Work with Development on collections when needed.
- Work with College Counseling and Registrar regarding release of senior transcripts and grade holds due to past due tuition balance.

Other Duties

- Maintain strict confidentiality of student, family, employee, and financial records.
- Cross-train on key Business Office functions.
- Participate in school events or peak-season activities when needed.
- Perform other duties as assigned by the CBO.

HOW TO APPLY

Oxbridge Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Human Resources Manager, Elizabeth Fox), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Senior Recruiter, at ashlyn@dovetailedsourcing.com.

Please do not contact the school directly.

Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law.

QUALIFICATIONS

- Bachelor’s degree in accounting, finance, business administration, or related field preferred.
- Minimum of 5 years of accounting, business office, school finance, or nonprofit finance experience.
- Demonstrated experience supervising accounting or business office personnel, including performance management, training, workload delegation, problem-solving, and employee development.
- Prior independent school, private school, nonprofit, or tuition-based organization experience strongly preferred.
- Experience with enrollment contracts, student billing, financial aid, scholarships, or tuition management preferred.
- Strong Excel skills required.
- Experience with Mission Enrollment, Veracross, FACTS, SSS, Intacct, or similar systems preferred.
- Strong written and verbal communication skills.
- Ability to handle confidential family financial information with discretion.
- Strong organizational skills and ability to manage deadlines during peak enrollment and audit periods.
- Supervisory, retail, or inventory management experience is helpful because of the school store component.

COMPLIANCE / SCREENING

- Must successfully complete required pre-employment screening and background checks.
- Must comply with school policies, confidentiality expectations, and applicable Florida scholarship/private school requirements.



West Palm Beach, Florida

Located along Florida's picturesque southeastern coast, **West Palm Beach** is a vibrant city known for its sunny weather, beautiful waterfront views, and thriving cultural scene. As one of South Florida's premier destinations, the city offers a dynamic mix of business opportunities, world-class dining, upscale shopping, and outdoor recreation. With a growing economy, excellent quality of life, and a diverse community, West Palm Beach provides an ideal setting for professionals looking to advance their careers while enjoying a relaxed coastal lifestyle. Whether you're strolling down Clematis Street, exploring The Square, or taking in the scenic beauty of Palm Beach, this city offers something for everyone.

Visit CityPlace: This lively shopping, dining, and entertainment district in the heart of downtown West Palm Beach features beautiful architecture, public art installations, and a mix of high-end boutiques, restaurants, and live events.

Explore Clematis Street: Known as the city's historic and cultural hub, Clematis Street offers a vibrant nightlife scene, trendy bars, local restaurants, and weekly events like Clematis by Night, featuring live music and food vendors.

Relax at Palm Beach: Just across the bridge, the upscale island of Palm Beach boasts pristine beaches, luxurious resorts, and the iconic Worth Avenue, a high-end shopping district lined with designer boutiques and charming cafés.

Discover the Norton Museum of Art: Home to an impressive collection of American, European, and Chinese art, this museum is a must-visit for art enthusiasts. It also features stunning outdoor sculpture gardens and rotating exhibitions.

Experience the Palm Beach Zoo & Conservation Society: A family-friendly attraction with over 500 animals, interactive exhibits, and beautiful tropical landscapes, this zoo is perfect for a fun and educational outing.