



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Staff Accountant

As Carrollwood Day School continues to grow, we are adding an additional position to support our Business Office team. The ideal candidate will have analytical and problem-solving skills, be experienced in non-profit accounting, will be adept with intermediate to advanced Excel tools, and will embrace the customer service mindset of working within an independent school.

Carrollwood Day School (www.CDSPatriots.org) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1,200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educating the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

Position Purpose: The Staff Accountant plays a crucial role in supporting the day-to-day accounting operations of the Business Office. This role ensures the integrity and accuracy of the accounting and financial records of the School.

Essential Responsibilities:

- Actively support and advance the mission and vision of Carrollwood Day School
- Maintain accurate vendor files and set up new vendor files, as applicable, including obtaining W-9 forms, contracts, and any other necessary vendor documentation
- Responsible for annual 1099 reporting and providing the required vendor documentation necessary for the annual Workers Compensation audit
- Manage the processing of cash receipts, including but not limited to, preparing the weekly bank deposit and posting miscellaneous cash receipts
- Coordinate with school departments to assess needs for on-campus events and ensure the timely provision of necessary point-of-sale equipment, including cash boxes and mobile payment solutions (e.g., Square)
- Process and manage non-tuition related student billing for various incidentals, such as after care and transportation
- Ensure student incidental accounts are complete and accurate, respond to parent and staff inquiries regarding incidental student charges and balances with efficiency, professionalism and discretion
- Communicate with parents regarding past due incidental balances, calculate late fees on delinquent incidental account balances, and bill late fees timely
- Execute month-end and year-end closing activities, including the preparation and posting of all necessary journal entries
- Prepare and review all assigned balance sheet account reconciliations monthly, investigating and resolving discrepancies in a timely manner
- Assist in the preparation and analysis of the annual budget, including helping to develop the detailed budget sheets, identifying and investigating variances, and aiding in the preparation of the budget reporting package
- Support budget owners by monitoring of budget-to-actual results, helping to identify variances and preparing qualitative narratives regarding the variances
- Assist the Controller in the preparation of monthly and quarterly internal financial statements, reporting packages, and ad-hoc financial analysis
- Provide critical support during the annual external audit by preparing schedules, gathering documentation, and responding to auditor inquiries
- Responsible for executing ad hoc projects as assigned, including but not limited to, drafting new policies and procedures
- Be a positive and collaborative member of the Business Office team
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including occasional evening, weekend, and other required events
- Adhere to School policies as described in the Employee Handbook and other material

Qualifications, Skills, and Attributes:

- Bachelor's Degree required, preferably in an accounting, finance, or a related field
- 1-3 years of experience in accounting or finance, with a preference for experience in a non-profit or educational setting
- Intermediate to advanced proficiency in Microsoft Excel (pivot tables, vlookups, advanced formulas)
- Experience with automated accounting software (Veracross is a plus) and financial operation platforms (Ramp is a plus)
- Demonstrated ability in critical thinking and problem solving: proven capacity to analyze financial data, investigate variances, identify root causes of discrepancies, and develop practical and accurate solutions
- High level of attention to detail, accuracy, and strong organizational skills including the ability to prioritize and manage multiple projects simultaneously
- Able to work collegially and collaboratively with a team
- Demonstrate a strong work ethic and sense of personal responsibility
- Strong understanding and utilization of appropriate customer service skills within an independent school environment
- Valid FL Drivers License with acceptable driving record and reliable transportation
- Ability and willingness to work a flexible schedule, including occasional evenings and weekends
- A high degree of professionalism, tact, and discretion
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment; demonstrate a high degree of tact and diplomacy
- Enthusiasm and commitment to the vision and mission of the School

This is a full-time 12 month position. Compensation includes competitive salary, comprehensive insurance benefits, 401K with immediate employer match, professional development opportunities, very generous paid time off, and tuition remission for accepted/enrolled children/students.

Interested candidates should send a resume and letter of interest to Amber Palinkas, Controller, apalinkas@cdspatriots.org and Anita Pittman, Director of Human Resources, apittman@cdspatriots.org