



Staff Accountant/Senior Accountant

About Us:

Seacrest Country Day School is a vibrant, independent, PK-12, college preparatory day school enrolling 400 students on a 40 acre campus in Naples, Florida. Founded in 1983, Seacrest is committed to fostering a safe, student-centered learning community where our students grow and develop academically, personally and socially. Our comprehensive educational program fosters critical thinking, creativity, collaboration, communication and a lifetime love of learning.

Our Mission:

Seacrest Country Day School fuels intellectual engagement, teaches ownership of the educational environment, cultivates quality of character, and inspires students to lead lives of significance.

Position Overview:

Seacrest is seeking a detail-oriented and mission-driven Staff Accountant to support the financial operations of our private school. This role is responsible for maintaining accurate financial records, supporting budgeting and reporting processes, and ensuring compliance with applicable regulations, while upholding the school's commitment to excellence and fiscal responsibility.

Key Responsibilities:

- Maintain general ledger accounts and prepare journal entries
- Assist with month-end and year-end close processes
- Reconcile bank accounts, credit cards, and balance sheet accounts
- Support tuition billing, financial aid accounting, and student accounts receivable
- Process accounts payable, including vendor invoices and expense reimbursements
- Assist with payroll accounting and benefit-related reconciliations
- Prepare financial reports for school leadership and the Board of Trustees
- Support annual audits, tax filings, and regulatory reporting (e.g., Form 990, if applicable)
- Ensure compliance with GAAP and nonprofit accounting standards
- Collaborate with admissions, development, and advancement offices on financial tracking
- Maintain confidentiality of student, family, and employee financial information

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- 1–3 years of accounting experience; nonprofit or school experience preferred

- Knowledge of fund accounting principles is a plus
- Strong proficiency in Microsoft Excel; experience with accounting or school management systems preferred, i.e; Quickbooks and Facts
- High attention to detail, accuracy, and organization
- Ability to manage multiple priorities and meet deadlines
- Strong communication skills and a collaborative work style
- Commitment to the mission and values of a private school community

Preferred Qualifications

- Experience in nonprofit or education
- Familiarity with tuition management and student information systems
- CPA or CPA-eligible

Compensation and Benefits:

Full-time employees are eligible for our competitive benefits package, which includes medical, dental, vision, disability, AD&D, life insurance, AFLAC ,and Seacrest's 403(b) retirement program.

Please note: Employment at Seacrest requires fingerprinting and background checks as part of our eligibility process

Seacrest Country Day School is an Equal Opportunity Employer.
