Southern Teachers is assisting KLA Academy in its search for a Business Officer with a strong accounting background and experience in a school setting, preferably at a private school. Reporting to the Head of School as a member of the senior administration, the Business Officer is responsible for the financial department’s day-to-day tasks in compliance with Generally Accepted Accounting Principles (GAAP).

The Business Officer prepares and evaluates financial statements, conducts monthly audits of revenues and expenses, handles payroll functions, and reviews financial information and documents. He or she calculates and reports sales taxes, prepares annual 1099s, provides oversight and handles all financial aspects of the school’s data management system (PowerSchool), and collaborates with team members to provide necessary financial reports.

Candidates must hold degrees in accounting and have at least five years’ experience in accounting and finance. The ideal candidate will have thorough knowledge of accounting software, proficiency in Microsoft Office and Google Suite, and excellent mathematical, analytical, time management, communication, and organizational skills.

Located in downtown Miami, KLA Academy is designed to prepare children for the unique challenges of their futures. With innovative spaces and a Reggio Emilia-based approach to early childhood development, the school seeks to uncover, recover, and discover each child’s unique gifts and talents—to develop the sort of compassionate, curious, conscientious adults that the world needs. KLA Academy is part of the KLA Schools network of schools.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.