**POSITION DESCRIPTION**

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| **POSITION TITLE:** | Controller | **DATE:** | October 2024 |
| **DEPARTMENT:** | Business Office | **Salary Range:** | $135k - $160k |
| **REPORTS TO:** | CFO | **CLASSIFICATION:** | Exempt |
| **WORK SCHEDULE** | This position is full-time, twelve (12) months and is scheduled to work Monday – Friday, approximately 40 hours. This position works on campus. | | |

**POSITION SUMMARY:**

The Controller is responsible for the management and integrity of the school’s financial records by managing and monitoring the day-to-day finance and accounting operations and applying solid internal controls methods and effective transaction processing routines.

The Controller oversees the accounting and auditing operations, while coordinating and assisting in the preparation of monthly financial reports and variance analysis, and assists in the development of budgets, operational projections, and multi-year forecasts, in addition to other special reports that may be needed.

This position has significant interaction with school employees, parents, and students.

**Essential Functions**

Day to day management of general accounting procedures and operations, including functions of tuition billing and collections, general ledger, cash receipts, accounts payable, and payroll and investments, ensuring timely closure and reconciliation of accounts, and accurate and timely financial information including but not limited to:

* Preparation of monthly financial statements, including variance analyses, debt service, and dashboard reports
* Assisting the CFO in the preparation and monitoring of departmental budgets and forecasts and working with other administrators and department heads involving budget performance
* Communicating accounting policies and ensuring compliance with such policies
* Taking lead position on preparation of schedules and workpapers for annual audits and tax return
* Preparing annual benchmarking business and accounting office surveys and reports for the school’s trade organizations (e.g., Cal-ISBOA, NBOA, NAIS) and other similar data reports as requested
* Other duties as assigned

**Education & Experience, Specific Knowledge, Skills, Abilities:**

Minimum Education and Experience

* Bachelor’s degree in accounting, finance, or business administration with an emphasis in accounting or finance
* CPA or related experience
* General knowledge and understanding of taxation and regulatory compliance
* Five - Seven years of experience in non-profit accounting (independent school experience preferred)
* The ideal candidate will have at least 3-5 years’ progressively responsible experience leading and managing an accounting team and/or department

The ideal candidate for this position will possess:

* Advanced proficiency with Blackbaud Financial Edge (7 or NXT) accounting software
* Knowledge of Blackbaud Raisers Edge NXT
* Knowledge of FACTS Tuition Management and/or a related tuition management system
* Strong organizational, research, administrative, and time management skills, including the ability to manage many tasks and projects simultaneously while adhering to deadlines and paying attention to detail and accuracy
* Excellent written, verbal, and interpersonal skills, a high regard for confidentiality, excellent customer service, and exemplary ethical standards
* Strong problem-solving skills
* The ability to work effectively and collaboratively in a team environment and to supervise within a diverse community while maintaining accountability
* A willingness and ability to learn and teach, and a commitment to recommend best practices for improvements in process efficiency and efficacy
* Track record of leading technical/software implementations and the training of staff members, who will be using the systems
* Successful implementation and continuation of departmental cross-training
* Strong team building mentality
* Google Suite (Google Calendar, Docs, Drive, etc. and Microsoft Office (i.e., Excel, Word, and PowerPoint)
* Proficiency in evaluating, creating, and maintaining internal controls systems
* A high level of flexibility, responsiveness, patience, compassion, kindness and a sense of humor

This list of duties and responsibilities are considered essential functions and are not considered to be an exhaustive list of all duties to be performed. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently.