Position Title:	**Controller**
Date Modified:	January 2021
FLSA Classification:	Exempt
Reports to:	CFO
Position Purpose:	Directs and manages the school's day-to-day accounting and business functions and activities.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	Full Year
PTO Designation:	Senior Staff *(black-out dates may apply)*

Description

The Controller reports directly to the CFO and works directly with the CFO to manage the daily operations of the school's business office. The Controller will directly supervise the Senior Accountant, Accounts Receivable Specialist, and Accounts Payable/Payroll Specialist, who together, as a team, provide financial information and services for all the school's constituencies, including students, parents, faculty, staff, vendors, and the Board of Trustees.

Essential Functions

- Supervises, trains, and evaluates the Accounts Receivable Specialist, Accounts Payable/Payroll Specialist and Senior Accountant, while maintaining adequate staffing levels.
- Provides support to the Head of Admissions and Enrollment Management with enrollment contract processing and the resulting revenue collection activities. Manages past due student accounts in collaboration with the Accounts Receivable Specialist.
- Coordinates the annual financial audit by gathering and preparing audit documents, schedules, account reconciliations, and system-generated reports, and by assisting the CFO in reviewing the final audit report and related financial statements.
- Ensures the accuracy and timeliness of financial information by performing or reviewing reconciliations of general ledger accounts on a timely basis, and by establishing, implementing, and maintaining systems, accounting policies and procedures, and internal controls.
- Assists in maintaining congruency between the school's board-approved *Mission Statement,* the *Long Range and Strategic Financial Plan* and all activities of the business department.
- Supports and adheres to *school policies* in all areas of the school's operation.
- Supports the *Employee* and *School Handbooks* and assists with revisions and updates, when necessary, of the school's business department policies and procedures.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations*, *Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment.*
- Is assessed through the *Professional Growth and Evaluation Program.*

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Essential Tasks

- Oversees the payroll processes and backs up the Accounts Payable/Payroll Specialist with processing payroll and related records, while monitoring changes in payroll related data. Reviews and posts payroll accounting transactions.
- Ensures compliance with state and federal government reporting requirements and tax filings and compliance with GAAP (Generally Accepted Accounting Principles).
- Prepares sales tax filings and other school specific filings/reports/surveys required by regulatory and accrediting agencies.
- Oversees the monthly closing processes, prepares adjusting journal entries, and assists the CFO in the year-end closing process.
- Processes purchase orders and manages the school credit card/purchasing card program and the school breakfast card program.
- Develops and implements systems and processes for record retention and for internal controls.
- Maintains and updates the General Ledger chart of accounts.
- Administers the business office petty cash fund and reimburses it according to school policies.
- Prepares Enrollment Contracts and Enrollment Contract addenda.
- Works with the CFO to maintain relationships with banks and other financial institutions.
- Develops, researches, and attends professional development.
- Assists the Financial Assistance Committee when needed.
- Other duties as assigned by the Head of School or direct supervisor including extracurricular.
- Knowledgeable about *Senior Systems* and Veracross and uses the financial and enrollment management modules and/or other school management software programs and leads staff training in upgrades.
- Completes various *Tasks* related to the *employee's yearly goals* and the school's long range and strategic financial plan.
- Performs bank's positive paycheck file upload for every Accounts Payable check run.
- Participates in and leads staff training in Senior Systems and/or Veracross financial system modules upgrades and assists Senior Systems and/or Veracross users in operating these modules.
- Coordinates the financial planning and Business Office staffing of events/fundraising functions.
- Processes purchase orders and manages the school credit card/purchasing card program and the school breakfast card program.
- Develops and implements systems and processes for record retention and for internal controls.
- Maintains and updates the General Ledger chart of accounts.
- Administers the business office petty cash fund and reimburses it according to school policies.
- Prepares Enrollment Contracts and Enrollment Contract addenda.
- Works with the CFO to maintain relationships with banks and other financial institutions.
- Assists the Financial Assistance Committee and manages the related processes.
- Performs financial and other special analyses as needed and assists with related special projects as required.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the Business Office.
- Other duties as assigned by the Head of School or direct supervisor including extracurricular.

- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in business or accounting; a minimum of five years of relevant experience; significant exposure to, or experience with, non-profit accounting; CPA preferred.
- Working knowledge of business accounting policies, procedures, practices, and software programs. Competent in database management systems and MS Office applications.
- Experienced in preparing proposals, reports, and correspondence for internal and external audiences, as necessary.
- Ability and commitment to maintaining and safeguarding confidential and sensitive information.
- Ability to supervise and manage multiple functions and activities and interact with parents, staff, and visitors in a professional manner.
- Willingness to be a team player by being service-oriented, flexible, and reliable when helping co-workers and peers accomplish their job/tasks at hand.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.