



Title: Controller	Reports to: CFO	General Status: Full time
	Date Revised: 9/11/2020	FLSA Status: Exempt

POSITION SUMMARY:

This position directly reports to the CFO with a dotted line as support to the Director of Human Resources and is responsible for oversight of all finance, accounting and reporting activities. The Controller will lead all day-to-day finance operations of a budget of \$20 million and supervise a team of 2-3 staff members including functional responsibility over accounting, accounts payable, accounts receivable and restricted funds administration. The Controller will also review the bi-monthly payroll. The Controller will work closely with program/department leaders and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. This role requires a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance and other operational functions beyond finance such as insurance and risk management and auxiliary operations. This role requires a range of financial, accounting and administrative/organizational skill levels, from routine monthly tasks and reconciliations to complex analysis and special projects. This position requires strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners and the ability to balance day to day priorities with long-term goals and projects.

PRINCIPAL RESPONSIBILITIES:

Finance and Accounting Leadership

- Oversees/responsible for all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements; this includes preparing and/or reviewing monthly reconciliations, journal entries, bi-monthly payroll, 403b reconciliation and remittance, maintaining fixed asset inventory
- Guides financial decisions by establishing, monitoring, and enforcing financial policies, internal controls, procedures and reporting system
- Prepares and presents financial reports in an accurate and timely manner (monthly, quarterly, annually)
- Strategically analyzes financial data; identifies trends and keeps apprised of issues and trends particular to independent schools; supports the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery
- Leads the annual budgeting and planning process; works with individuals at all levels to create budgets as well as leads ongoing review and comparison to actual results with a view to achieving budget objectives; identifies, explains, and corrects variances as appropriate
- Provides leadership in strengthening internal communications with staff at all levels throughout the organization
- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions
- Manages external audits and form 990 preparation and reporting

- Ensures proper categorization and reporting of restricted funds
- Manages organizational cash flow forecasting
- Manages overall organization and retention of business office documents and files such as vendor contracts, certificates of insurance, leases, etc.
- Manages annual insurance renewals and ongoing insurance inquiries
- Maintains confidentiality at all times

Team Leadership Skills

- Leverages strengths of the current business office team members, helps to clarify roles and responsibilities and develops and implements training programs in order to maximize and reach optimal individual and organizational goals
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Fosters and promotes a positive and supportive work environment

<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Accounting, Finance or related discipline required 	<p>Experience:</p> <ul style="list-style-type: none"> • Not-for-Profit experience preferred • Independent School experience preferred • Minimum 10 years’ experience in accounting/finance
<p>Competencies:</p> <ul style="list-style-type: none"> • Accounting research and analysis • Skilled at learning new systems and technology 	<p>Licenses and Certifications:</p> <ul style="list-style-type: none"> • CPA License required
<p>Specialized Skills and Knowledge:</p> <ul style="list-style-type: none"> • “Super-user” in Excel required • Blackbaud experience preferred 	