



ST. JOHN'S EPISCOPAL SCHOOL

Position Title: Controller
Date Modified: February 25, 2021
FLSA Classification: Part-time, Independent Contractor
Reports to: Chief Financial Officer

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a School, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best employee you can? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

Position Purpose

We are seeking a part-time independent contractor to work up to 25 hours per week with flexible scheduled hours and time off as well as the ability to work from home as needed. This individual is responsible for managing the month-end close process including preparing journal entries, rollforwards, reconciliations, and variance analyses.

General Responsibilities

- Maintain all accounts and ledgers ensuring compliance with appropriate GAAP standards.
- Post monthly recurring journal entries including importing subledger activity, cash, investments, payroll, contributions, online sales, fixed assets, and any other journal entries needed to ensure the accuracy of the financial statements.
- Ensure accurate and appropriate coding and approval of all revenue, expenditure, and journal transactions to their appropriate accounts, including unrestricted, temporarily restricted, and permanently restricted funds.

- Prepare and maintain monthly close supporting documentation including reconciliations and rollforwards for all balance sheet accounts.
- Coordinate with and assist accounts payable, payroll, and student-billing personnel.
- Cross-train on finance functions including treasury, accounts payable, budgeting, accounts receivable, and student billing.
- Ensure accurate and timely financial information and reporting.
- Assist CFO with analysis of financial results to identify, explain, and correct variances as needed.
- Maintain accurate and appropriate general ledger chart of accounts.
- Assist the CFO in preparation and monitoring of monthly departmental budget reports and forecasts, working with administrators and department chairs regarding budget performance.
- Communicate accounting policies to employees and ensure compliance with such policies.
- **Audit:** Plan and coordinate the annual financial audits for the School as well as the annual IRS Form 990 for endowments.
- **Surveys and Peer Reporting:** Prepare all periodic surveys and compliance reports for various school industry organizations (e.g., NAIS, ISAS, NBOA, etc.), as well as other internal and external information requests for financial data.
- Maintain awareness and stay current with independent school industry trends and activities.

Growth Mindset

- Pursue growth in relevant accounting skills.
- Network with peers at other local and national independent and Episcopal schools.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Collaborate with colleagues on the development of curriculum and practice of instructional strategies.
- Maintain a presence in accounting-related professional learning communities.
- Attend conferences and professional meetings to remain current with subject-specific curriculum, instructional strategies, culturally responsive instruction, and social and emotional learning.

Qualifications

- The ideal candidate will have a bachelor's degree in accounting with a minimum of five to seven years of experience, ideally in non-profit accounting.
- This position requires strong oral and written communication skills, keen analytical skills, and a detail-oriented work style.

- Candidates must be proficient with Microsoft Office including Excel, as well as other computerized accounting systems (experience with Blackbaud Financial Edge and Raiser's Edge highly beneficial). This individual must be able to work collaboratively with coworkers and School community members.
- The ideal candidate will have the highest regard for confidentiality, and exemplary ethical standards are necessary as well as the ability to manage multiple projects and deadlines.
- All prospective employees must be able to clear a background check.

Physical Requirements

- Regularly works in standard office conditions and climate, occasionally works outdoors.
- Regularly works at a computer screen for extended periods of time and occasionally moves around campus.
- Ability to occasionally move items weighing up to 30 lbs. across the campus/office.
- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Stamina to maintain attention to detail despite interruptions.
- Ability to periodically work flexible hours to meet deadlines and support before and after-school or weekend events.

How to Apply

For more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff
cpatterson@stjohnsschool.org
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.