



About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Position: Controller

The Controller is an integral part of the Finance Office. Reporting to the Director of Finance, the Controller will be responsible for all aspects of accounting for the school. The Controller will be directly responsible for completing financial reports, annual audit, internal control, fiscal policies and procedures, management of general ledger, and overseeing day-to-day operations of accounting functions. The Controller ensures the monthly close deadlines are timely met, account reconciliation and supporting documentation is maintained for all activities and account analysis is performed. Responsible for preparation of various packages as requested and assists in various projects as requested.

Responsibilities and Duties

Accounting

- Manage and monitor all day-to-day accounting transactions of the organization.
- Maintain the chart of accounts, including the creation of new funds, projects, accounts and departments.
- Review weekly cash receipts, check request and journal entries. Provide staff accountants the guidance, and train staff accountants to improve the process.
- Ensure accurate and appropriate general ledger coding and/or approval of all revenue, expenditure and journal transactions, including unrestricted, temporarily restricted and permanently restricted designations.
- Manage month-end close including processing of adjusting and recurring journal entries, prepaid and accrual expense.
- Review monthly closing process and ensure accurate internal financial statement presentation and reporting, in a timely manner.
- Ensure timely preparation of monthly and quarterly general ledger reconciliations and analyses.
- Provide technical accounting expertise as required.

Budget, Reporting & Forecasting

- Prepare the monthly financial package including statement of activities, variance and cash flow analyses and capital project summaries.
- Actively assist and participate in preparation, implementation, and control of the annual budget.
- Prepare monthly budget vs. actual reports, communicate with Department Heads on reports.

- Maintain Construction in Progress (CIP) sub-ledgers. Manage Fixed Assets accounting functions.
- Assist with preparation of the operating and capital budgets. Provide special and routine reports on budget execution.
- Collaborate with Director of Finance to prepare financial models and trends analyses to assist with the school's financial planning.
- Prepare cash flow analysis and projections.
- Provide support for the Director of Finance and Business Operations at Finance Committee or other Board-related meetings.

Billing & Collections

- Oversee the usage of the TADS tuition system for student billing, payments and collections.
- Supervise staff accountant to prepare enrollment process and tuition management process.
- Review tuition receivable and analysis reports.

Development

- Review financial transactions related to the Development Office including development contribution cash receipts, special events cash receipts, fund transfer.
- Reconcile contributions and pledge on a monthly basis between the Finance Office and Development.
- Responsible for tracking and maintaining restricted net asset activity, maintaining net asset release schedule.
- Prepare quarterly endowment transfer schedule.

Audit & Tax

- Prepare for annual audit schedules and ensure timely and accurate completion of all audit processes.
- Main liaison with outside auditors.
- Ensure compliance with IRS, Federal and State regulations.

Policies & Internal Controls

- Develop and maintain systems of internal controls. Responsible for ensuring that the school's internal control systems are continuously improved.
- Review, evaluate, and recommend improvements to internal control systems and procedures.
- Actively recommend and implement ways to improve, streamline, and automate the current systems, financial results, and accounting processes.
- Develop and upgrade accounting procedures and systems as appropriate to ensure the most efficient and effective methods of financial data preparation.
- Initiate and propose cost-effective initiatives.

Other Duties and Responsibilities

- Preparation of periodic surveys and compliance reports for various organizations.
- Responsible for preparing internal and external requests for financial data.
- Provide analysis and support for auxiliary programs.
- Cross-train on all aspects of the Finance Office operations, including cash receipts, payroll and accounts payable.
- Back up other finance team members as needed.
- Provide direction and supervision to other employees, as necessary.
- Perform other duties as assigned by Director of Finance.
- Provide ad-hoc or special project reports as requested by Director of Finance and Administration or other executive management.

Qualifications

- Proficiency in accounting/financial management principles, practices, and procedures.
- Bachelor's Degree in finance or accounting required; CPA preferred.
- 5 years of managerial/supervisory experience.
- Effective decision making skills.
- Highly motivated team player with solid technical accounting and multi-tasking skills.
- Highly organized.
- Excellent financial analytical skills.
- Excellent communication skills.
- Experience in non-profit environment strongly preferred.

Other Qualifications & Skills:

- Be able to work collaboratively and proactively in a dynamic and fast-paced environment with changing priorities.
- Strong project management skills.
- Ability to work overtimes, evenings and weekends as needed.

Supervisory Responsibilities: 2 staff (Accounts Payable/ Payroll and Senior Accountant)

Computer Skills: Excellent Excel skills and proficiency with computerized accounting software Sage Intacct, Raisier's Edge, TADS, ADP.

To apply, please email your cover letter and resume to:

Gloria Liu, Director of Finance
gliu@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)