



FLINTRIDGE PREPARATORY SCHOOL

Controller

Flintridge Preparatory School seeks a controller, who will be 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 ensuring strong internal controls and effective transaction processing routines.

The controller supervises the school's accounting and auditing functions, 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 supervisory position requires heavy interaction with school employees, parents, and students, and reports to the Director of Finance/Chief Financial Officer. This is a full-time, exempt, year-round position. Flintridge Prep offers paid vacation and sick days and a highly competitive health insurance package, including medical, dental, vision, and long-term care, as well as a retirement plan.

A resume and cover letter may be directed to [Theresa King](#), Director of Finance (818.949.5528).

Minimum Education and Experience

- Bachelor's degree in accounting, finance, or business administration
- CPA license preferred
- Five years of experience in progressive, **nonprofit accounting (independent school experience preferred)**
- The candidate must have managerial experience and experience in a similar role.

Primary Responsibilities

- Supervision of general accounting operations, including overseeing 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.
- 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 concerning budget performance.
- Communicating accounting policies and ensuring compliance with such policies.
- Managing the accounting department; providing support in hiring, annual performance evaluations, and development of accounting department staff.

- Taking lead position on preparation of schedules and workpapers for annual audits (financial statements and 403(b) plan).
- Taking lead position on Form 990 preparation.
- Maintaining permanent office files for all audit schedules prepared by the school.
- Preparing periodic surveys and reports for the school's trade organizations (e.g., NAIS, CAIS, NBOA) and other similar data reports as requested.
- Other miscellaneous tasks as may be assigned in support of the CFO.

Desired Qualifications

The ideal candidate for this position will possess:

- 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.
- Advanced proficiency with accounting software, Microsoft Office Suite, especially Excel, Word, and PowerPoint, and Google Suite.
- Proficiency in creating and maintaining internal controls systems.
- A high level of flexibility, responsiveness, patience, compassion, humor, and kindness.

All prospective employees must be able to clear a background check and fingerprinting.

About Flintridge Prep

Flintridge Prep is a nationally recognized nonsectarian coed school for students in grades 7 through 12. We're an aspirational and caring community united around a collaborative culture of kindness, humor, and professional commitment to students, faculty, and staff. Located in the city of La Cañada Flintridge, CA, Prep enjoys the best of two worlds: a tree-covered suburban campus with easy access to Pasadena and all the greater Los Angeles area has to offer. The campus is very close to the Jet Propulsion Laboratory and the Rose Bowl and is an easy drive to Downtown LA. Most employees live in the surrounding neighborhoods within a 15-minute drive of campus, including La Cañada Flintridge, Pasadena, Altadena, Eagle Rock, Montrose, and La Crescenta.