

TITLE: Controller
DEPARTMENT: Business Office
WORK LOCATION: Taurel Building
POSITION STATUS: Full-Time

<p>POSITION SUMMARY:</p>	<p>The International School of Indiana is a private school with approximately 600 students from Pre-School (age 3) thru 12th grade. The Controller is responsible for maintaining the integrity of the accounting system and overall safeguarding of assets. This includes account reconciliations, financial statement preparation and reporting, budget preparation, and budget to actual analysis. This position will be responsible for working with our external audit firm in developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial information. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The controller will have contact with all levels of school administration and faculty which requires strong interpersonal communication skills both written and verbal.</p>
<p>RESPONSIBILITIES: (Include but not limited to)</p>	<ul style="list-style-type: none"> • Obtain and maintain a thorough understanding of the financial reporting and general ledger structure. • Assist in design and implementation of internal control structure. • Ensure an accurate and timely monthly, quarterly and year end close. • Ensure the timely reporting of all monthly financial information. • Assist in the daily banking requirements. • Oversee families billing and accounts. • Perform collection activities as needed. • Ensure the monthly and quarterly Loan Compliance activities are performed in a timely and accurate manner. • Supports budget and forecasting activities. • Support HR department with all items including but not limited to payroll, 403b, and benefit administration. • Responds to inquiries from the VP of Finance regarding financial results and special reporting requests. • Assist in development and implementation of new procedures and features to enhance the workflow of the department.
<p>REQUIREMENTS:</p>	<ul style="list-style-type: none"> • BA/BS in Business, Finance or Accounting • Three to seven years' experience in public accounting or private industry • Experience with Intacct or other automated accounting/invoicing system is preferred. • Strong experience with Microsoft Suite of products (Excel, Word and Power Point), including pivot tables, macros, and other advanced techniques. • Strong verbal and written communication skills. • Strong interpersonal, supervisory and customer service skills • Ability to multi-task, work under pressure and meet deadlines • Experience working in a not-for-profit or professional services firm is preferred • Familiarity with private school education is preferred • Willingness to embrace ISI's unique mission
<p>APPLICATION:</p>	<p>Please send letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p>

