

Position: Controller

Summary:

Lake Mary Preparatory School was founded in 1999 and continues to be one of the top co-educational, private, international prep schools in Seminole County serving students in grades PreK 3 through 12. We are seeking a detail-oriented and proactive individual who will be responsible for oversight of all finance, accounting, and reporting activities as well as lead the day-to-day financial operations.

The Controller will report to our Head of School and Chief Executive Officer. A key role of the Controller will be to interpret and apply the mastery of key financial indicators to make wise business decisions for the school and to support our overall goals.

Cash Management Responsibilities:

- Prepare, examine, and analyze accounting records, financial statements or other financial reports.
- Manage bank accounts, oversee reconciliation of account statements.
- Oversee purchases of school equipment and supplies.

Financial and Business Management:

- Work closely with division heads and Head of School to prepare annual budgets and track expenditures.
- Secure annual audit of the school's financial records and financial position.
- Develop effective systems and controls to ensure revenues, expenses, and inventory are properly accounted for.
- Conduct monthly reviews and oversee reconciliation of general ledger accounts.
- Manage budget forecasting and provide quarterly updates to division heads and the Head of School.
- Analyze financial data and present financial reports.
- Prepare monthly operating statements.
- Maintain a five-year projected budget and associated tuition levels.
- Supervise A/R and A/P specialists.
- Assist in review of financial aid for students and families.
- Collaborate with the Admissions Department and Head of School to streamline the annual enrollment process and billing processes.
- Maintain appropriate levels of insurance such as workers comp, liability, and medical.

Skills and Qualifications:

- Bachelor's Degree in Finance or Accounting required.
- CPA, CMA, MBA strongly preferred.
- 5+ years experience.
- Strong analytical and problem solving skills.
- Proficiency with Google Suites, Excel, and QuickBooks required.
- Experience with Tuition Management, NetSuites, and Blackbaud strongly preferred.

Benefits:

- 401(k) match
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- Paid Time Off