PROSPECTUS
Director for Business Operations/Controller
MISSOURI MILITARY ACADEMY

One of the country’s top military boarding schools for young men, Missouri Military Academy (MMA) seeks a dynamic and innovative leader to join our leadership team in overseeing business operations and controlling the Academy finances. MMA is a nonprofit educational organization.

The Director for Business Operations and Controller (DBO/C) is responsible for daily business operations, producing the annual budget and monthly financial reports, maintaining the accounting records system, and managing a comprehensive set of controls designed to manage cash flow, mitigate risk, and ensure the accuracy of reported financial results that comply with generally accepted accounting principles and standards.

RESPONSIBILITIES AND MANAGEMENT AREAS

- Work directly with the President in controlling all aspects of the finance and cash management, accounting and business office functions of the organization in support of daily operations and the strategic plan.
- Prepare and manage monthly financial dashboards and annual operating and capital budgets.
- Monitor the budget control system and coordinate with directors on the status of budgetary accounts on a monthly basis.
- Manage chart of accounts and ensure accurate and timely preparation of financial statements and other monthly, quarterly, and annual reports. Prepare associated briefings.
- Provide financial analysis for capital investments, pricing decisions, and contract negotiations.
- Analyze accounting data to resolve accounting problems, variances, and discrepancies.
- Liaise with other departments, customers, and vendors as necessary. Manages outsourced functions and contracts.
- Oversee the recording of financial transactions and adjustments in appropriate journals and ledgers.
- Investigate and resolve finance-related customer queries in a timely manner.
- Review accounts receivable aging to ensure compliance.
- Perform all account, bank and other reconciliations, including endowment investment and cash accounts.
- Manage student financial aid program.
- Monitor recovery system and collection efforts.
- Manage effective internal control system to prevent against inadvertent errors or willful misappropriation and enforce all budgetary decisions.
- Develop and utilize financial and operating metrics to establish benchmarks to measure performance utilizing best business practices.
- Direct financial strategy, planning and forecasts for operations, conferring with and advising the President and directors, as needed.
- Study, analyze, and report on trends, opportunities, and projection of future growth through constructing and using various models and databases using sound business strategies based on solid analytics.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Coordinate annual external audit and manage relationship with auditors.
- Ensure accurate and timely completion of audit schedules, Form 5500 and 990.
- Conduct annual review of all insurance coverage.
- Prepare any reports directed by the President at the request of the Board of Trustees.
- Complete special projects as directed by the President.
About Missouri Military Academy

Missouri Military Academy is an all-male, college preparatory military boarding school (middle school and high school) with a diverse domestic and international student population. The Academy’s rigorous program empowers young men to reach their potential as future college graduates, citizens of character, and leaders in their communities. MMA’s 360˚ Education® fosters academic excellence, a healthy lifestyle and physical development, leadership and life skills, positive character development, and personal motivation.

A selective program and one of the nation’s top college prep military boarding schools, MMA teaches young men to take command of their lives.

Grades: 7-12 and PG
Gender: All male
Year established: 1889
Cadet/Faculty ratio: 7.4
Size of corps: Varies, 200 to 220
Program of studies: 4x4 block schedule requires cadets to take four courses each semester, enabling cadets to take eight courses every school year; Triumph Program with William Woods University enables qualified cadets to earn college credit and work toward associate degree while in high school. Army JROTC is mandatory for all cadets.
Extracurricular activities: 13 varsity sports, plus junior varsity and middle school athletics; Army JROTC Fusiliers drill, Raiders and rifle teams; Boy Scouts of America; equestrian; Future Business Leaders of America; marching and jazz band; choir; rappelling; paintball; camping; fishing; obstacle course; hiking trails and more.

Campus size: 288 acres. 316,063 sq. ft. of building space, with 33 classrooms. 
Location: Mexico, Missouri, a community of approximately 11,000 residents. MMA is approximately 2 hours from St. Louis, MO; 2.5 hours from Kansas City, MO; and 45 minutes from Columbia, MO, home of the University of Missouri.
College acceptance rate: 100%. The Class of 2023 was offered more than $5.2 million in college scholarships.
Community Recognition: The Mexico Area Chamber of Commerce honored Missouri Military Academy with the 2023 Commerce and Industry Award, annually presented to recognize local organizations for their outstanding civic responsibility and generous contributions to advance the growth and welfare of Mexico, Missouri.

DIRECTOR FOR BUSINESS OPERATIONS/CONTROLLER

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor’s degree required, advanced degree strongly preferred.
- Advanced certification (CPA, CIA, CMA, etc.) preferred.
- Prior controller experience preferred.
- Strong background with experience using accounting and financial software to support financial modeling and cash flow analysis.
- Policy development, documentation, and experience with audits.
- Fund accounting experience.
- Strong organizational skills in areas of management, operations, budget, and contract administration.
- Familiarity and experience with property and liability insurance and investment fund management.
- Familiarity and experience with student financial aid programs, non-profit organizations and fundraising.
- Thorough knowledge of general accounting plus application of general accounting theory.
- Ability to manage multiple priorities simultaneously, successfully solve problems and offer creative and innovative solutions.
- A collegial and collaborative management style with demonstrated success in developing and cultivating relationships with diverse constituencies.
- Excellent interpersonal and oral and written communication skills.
- Uncompromising integrity and confidentiality.

VIEW MMA SCHOOL PROFILE

VIEW NOTEWORTHY ALUMNI
CORE VALUES

Academic Excellence: Providing a world-class education that prepares our cadets for college entrance and graduation from the nation’s finest four-year colleges and universities.

Duty: Performing one’s obligations, tasks, service or functions that emanates from their position or station in either life or a group.

Honor: To exercise and maintain fairness, integrity and honesty in one’s beliefs and actions.

Integrity: A firm devotion to moral and ethical principles and soundness of character in all our affairs.

Loyalty: To one’s family, friends, teammates, institution and nation.

Respect: To render appropriate deferential regard and esteem to family and friends, teammates and competitors, peers and leaders, institutions and one’s country.

Personal Courage: To choose the harder right over the easier wrong.

Selfless Service: Service to each other, our families, the Academy, community and nation.

Leadership: Simply put, one’s ability to influence others in a positive manner to accomplish an assigned task.
KEY STRATEGIC GOALS

We believe the way forward to create a sustainable future, while staying true to our core values and military school traditions, is reflected in the following key strategic goals and key initiatives.

- Achieve sustainable enrollment with reasonable growth
- Develop cadet life programs that blunt attrition and stimulate reenrollment
- Create a comprehensive curriculum at all grade levels that align with national standards
- Sustain long-term financial stability
- Develop and implement strategies to recruit, retain, and support a highly qualified workforce
- Explore new opportunities for growth and innovation

CADETS FROM ACROSS THE COUNTRY, AROUND THE WORLD

Since 1889, thousands of families from around the United States and world have looked to Missouri Military Academy to give their boys the structure, responsibility, and love they need to grow, compete, and thrive — and ultimately become young men who are in full command of their futures. We currently have cadets from 30 states and 9 countries.
VISION

MMA is a globally recognized learning institution that develops young men who are of sound moral character and self-discipline to strive for and achieve goals, are academically and socially prepared to attend and graduate from college, and are better prepared for life as a result of the Academy’s mentoring and focus on academic, physical, character and social development.

PHILOSOPHY

The philosophy of Missouri Military Academy is to deliver a holistic education, concentrating on the development of the “whole person” by providing a 360˚ Education. MMA exists to create and lead systems that are dedicated to assisting cadets as they pursue their personal best in all aspects of life: academic, physical, character, professional, and spiritual. MMA provides a structured, safe environment that affords cadets an opportunity to develop essential life and leadership skills, a sense of honor, self-awareness, and good citizenship. As a diverse and caring community, we encourage personal growth through a liberal arts education and a social environment that facilitates the development of lifelong friendships.

MISSION

Missouri Military Academy empowers young men to unlock their potential through a program of academic excellence, character and social development, and leadership training within a structured environment.

Motto