Available Position: Controller 2024-2025  
Department: Business Office  
Reports to: Chief Financial Officer  
Full/Part-time: Full-Time  
Date Posted: May 2, 2024  
Start Date: July 1, 2024

About the Trinity Preparatory School of Florida:  
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:  
The role of the Controller is an integral part of the Business Office responsible for coordinating and assisting in the preparation and analysis of the school's financial reports. The Controller supervises the accounting, purchasing, accounts payable, accounts receivable, payroll, endowment, and billing operations, and oversees the functions of audit, budgeting, and short term cash management.

Reporting directly to the Chief Financial Officer, the Controller is also responsible for recommending and administering all accounting policies and procedures, ensuring that strong internal controls and effective transaction processing routines protect the assets of the school and result in meaningful, timely, and accurate financial reporting. This position will remain open until filled.

The Controller will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
● Ensures Accountability
● Communicates Effectively
● Cultivates Innovation

In addition, the Controller will exemplify Trinity Prep’s three Core Leadership Competencies that apply to all members of the Finance office:
● Financial Acumen
● Manages Complexity
● Optimizes Work Processes

Duties and Responsibilities:

General Accounting and Financial Reporting
● Ensure accurate and timely financial information and reporting, including all financial statements, cash and variance analysis, and dashboard reports.
● Oversee the school's operating accounts including short term cash management and supervision of personnel in the accounts payable, payroll, student billing, and general ledger functions in the Business Office.
● Cross-train on finance functions including payroll, accounts payable, budgeting, accounts receivable, and student billing.
● Make follow-up account receivable calls as necessary.
● Coordinate with the Advancement Office to prepare annual stewardship reports for all endowed funds.
● Assist the Chief Financial Officer in the preparation and monitoring of departmental budgets and forecasts, working with other administrators and department heads concerning budget performance.
● Communicate accounting policies to affected employees and ensure compliance with such policies.
● Actively stay current on new regulations in GAAP and relevant non-profit accounting issues.

Audit
● Assist in the preparation of schedules and work papers for annual audit (school and 403b plan).
● Serve as Primary Liaison with the school's external auditor.
● Maintain permanent office files for all audit schedules prepared by school.

Other
● Lead the evaluation, implementation, and training for new financial software.
● Prepare all periodic surveys and reports for the school's trade organizations (e.g. National Association of Independent Schools and Florida Council of Independent Schools).
● Prepare other similar data as requested.
● Perform other tasks as may be assigned in support of the Chief Financial Officer.
**Essential Skills:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Ability to Learn and teach others established processes**—Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.

- **Time Management Skills**—Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.

- **Organizational Skills**—Creates action plans to meet goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the office to ensure success.

- **Communications Skills**—Effectively communicates accounting, financial, and service issues that are complex in nature. Maintains open communications channels with peers, administrators, and customers at the school.

- **Written Communication Skills**—Effectively communicates broad and very complex business issues.

- **Problem Solving Skills**—Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

**Qualifications and Experience:**

- CPA with a Bachelor’s degree from an accredited institution with a focus in accounting.
- Minimum of three years of professional accounting experience. Public accounting and Independent School experience is a plus.
- Promotes an inclusive environment that values, encourages, and supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Strong proficiency with Excel, Office, and other computerized accounting systems is required *(experience with Blackbaud Financial Edge and Raiser’s Edge highly beneficial)*.
- Highest regard for confidentiality and exemplary ethical standards is necessary.
- Ability to manage multiple tasks and projects under the pressure of deadlines.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively with other members of the applied science and engineering department and school personnel.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

**Certifications Required:**

- CPR/AED/First Aid can be obtained upon hiring.
Benefits:
- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:
- Trinity Preparatory School is an Equal Opportunity Employer.

Application Requirements:
- Interested candidates should complete an application through the below link:
  APPLY NOW