

**Reports to: Chief Financial Officer**  
**12 month position (Full-time)**

**Position Summary:**

Reporting to the Chief Financial Officer, the Senior Financial Controller is an integral part of the business office and will be responsible for providing oversight of all finance, accounting, internal controls, audit, and reporting activities. The Controller position is diligently responsible for ensuring accuracy, integrity and compliance of financial information at Charlotte Christian School.

**General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the mission of Charlotte Christian School.
3. A minimum of a Bachelor's degree with a concentration in accounting is required (Preference will be given to candidates with Certified Public Accountant designation).
4. Minimum of 5 years related experience in business accounting with progressively responsible experience.
5. Hands on general ledger experience.
6. Ability to think critically with minimal supervision, work collaboratively, respect confidentiality, multitask, and use data to make informed decisions in the best interest of the school.
7. Evidence of strong leadership, organizational, communication and interpersonal skills.
8. Strong working knowledge of accounting software (Blackbaud preferred), Microsoft Office (with emphasis in Excel) and Google applications.
9. Self-motivated, detail oriented, proactive and execution oriented.

**Primary Responsibilities:**

1. Manage and optimize the internal control structure within the Business Office as it relates to the policies, procedures and documentation of all accounting and financial reporting activities
2. Ensure accounting program financial information is accurate and up to date to facilitate real time data relative to the school's financial position regarding cash flow, income, expense and balance sheet positions.
3. Re-design monthly financial reporting package along with proforma modeling to include overarching key metrics dashboard while maintaining detailed reporting.
4. Oversee all accounts, general ledgers, and reporting systems ensuring accuracy and full compliance with appropriate GAAP standards, industry best practices and regulatory requirements.
5. Produce monthly financial operational results and variance analyses along with any required ad-hoc analysis outside of the normal monthly processes or as requested.
6. Prepare fiscal year-end financial statements in accordance with all accounting rules and regulations and oversee the audit process, working closely with the school's independent auditing firm, including preparation of audit worksheets/schedules and files at the request of the auditors.
7. Analyze and reconcile investment and endowment accounts on a monthly basis and ensure all investment income, realized and unrealized gains and losses are accounted for properly.
8. Leverage third party data to complete benchmark/peer analyses related to financial measures along with compensation & benefits comparisons.

**Personal and Professional Profile:**

The ideal candidate will:

1. Be a born-again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
6. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.