



FRANCIS
PARKER
SCHOOL



FRANCIS PARKER SCHOOL

Controller Opportunity

San Diego, California



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ABOUT FRANCIS PARKER SCHOOL

Since its founding in 1912, [Francis Parker School](#) has stood as one of San Diego's most respected independent schools, known for its academic excellence, civic-minded student body, and deep commitment to nurturing character and leadership. With two campuses serving 1,330 students from Junior Kindergarten through Grade 12, Parker offers a dynamic, coeducational day school experience rooted in the progressive ideals of its namesake, Colonel Francis W. Parker, referred to as the "father of progressive education."

As Parker looks to the future, it does so from a position of financial strength. With a healthy applicant pool, a very low attrition rate, cash reserves of over \$20 million, an endowment in excess of \$60 million, and a long history of exceeding its financial goals, Parker is well-positioned to flourish for years to come.

POSITION SUMMARY

The Controller at Francis Parker School is a key member of the Business Office leadership team and oversees a six-member team responsible for managing the School's accounting, budgeting, financial reporting, internal controls, and purchasing. This role ensures compliance with Generally Accepted Accounting Principles (GAAP), oversees the audit process, manages cash flow, and provides timely and accurate financial information to internal and external constituents. The Controller collaborates closely with senior leadership to support the School's mission by ensuring financial integrity and sustainability. The Controller performs both review-level and transaction-level work.

JOB DUTIES:

Accounting

- Oversee the day-to-day accounting operations, including billing, accounts receivable, payroll, purchasing, accounts payable, and general ledger.
- Prepare accurate and timely monthly, quarterly, and annual financial statements in accordance with GAAP and other guidelines for not-for-profit entities and independent schools.
- Ensure that all financial transactions and journal entries are supported with complete and accurate documentation.
- Review general ledger account activity on a monthly basis – investigate unusual or suspicious activity in a timely manner.
- Monitor and reconcile balance sheet and revenue/expense accounts – resolve variances in a timely manner.
- Partner with Human Resources to ensure accurate and compliant payroll processing under California wage-and-hour laws (e.g., overtime, meal/rest requirements, pay schedules, sick leave).
- Oversee payroll, including reconciliation of payroll registers, benefit deductions, employer taxes, and retirement plan contributions.
- Oversee tuition billing, payment plans, financial assistance adjustments, and related revenue postings.
- Manage collections processes professionally.
- Process and record gift transmittals.
- Maintain the School's books and records in accordance with the School's document retention policy.



Financial Reporting

- Ensure the integrity of the financial reporting process, adhering to GAAP standards.
- Prepare and distribute a monthly reporting package that includes the School's financial results, an analysis of the results, key performance metrics, and other relevant financial information.
- Provide budget-to-actual reports to division and department heads on a monthly basis.
- Develop and maintain financial dashboards and internal reports for leadership and Board committees.
- Manage cash flow reporting and forecasting, including coordinating with the CFO to ensure there is adequate liquidity for the School's operating and capital needs.

Audit, Tax, and Compliance

- Serve as the primary liaison with the School's external auditors for the annual financial statement and 403(b) audits, including the timely preparation and delivery of all PBC schedules and supporting documentation.
- Serve as the primary liaison with the School's tax preparers to file the School's Form 990 (federal) and Form 199 (state) informational returns.
- Ensure the timely and accurate filing of all federal, state, and local required returns and reporting, including payroll tax returns, sales/use tax returns, and 1099s.
- Comply with all regulations to which independent schools are subject, including California educational institution billing standards and consumer protection laws.
- Verify the School's compliance with key financial policies, including purchasing, travel and entertainment expenses, and document retention.

Internal Controls and Risk Mitigation

- Develop, implement, and monitor internal controls to safeguard assets.
- Develop and/or update, as needed, financial policies and procedures for all key processes and transactions with an emphasis on ensuring the adequacy of internal controls.
- Perform periodic assessments of payroll, purchasing, and other key areas to identify and mitigate significant financial risks.

Budgeting and Financial Planning

- Assist the CFO in the development of the annual budgeting process in collaboration with the Head of School and other key constituents (e.g., Leadership Team, Finance Committee, and Board of Trustees).
- Develop and maintain a comprehensive, multi-year financial planning model to support decision-making, long-term financial sustainability, and the achievement of the School's strategic objectives.
- Closely monitor financial performance against the approved budget – make recommendations for corrective actions, as needed, to address and resolve issues.
- Implement leading-edge financial reporting systems and tools that support the School's current and future information and decision-support needs – provide advice on adopting new technologies in support of the School's needs.
- Process requests for capital expenditures by preparing financial analyses and taking other appropriate actions to evaluate requests.
- Maintain a monthly and annual cash flow forecast – coordinate the investment of excess cash balances in accordance with the School's cash management policy.
- Make recommendations regarding the financial feasibility of new programs or initiatives.
- Identify opportunities for reducing costs.
- Support department and division heads in understanding financial statements and adhering to budgetary guidelines.
- Prepare financial analyses and other ad hoc reports to inform decision-making and strategic initiative priorities.





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Team Leadership and Collaboration

- Supervise the Business Office team, consisting of the Accounting Manager, Purchasing Manager, Payroll and Benefits Manager, Staff Accountant, Billing/Accounts Receivable Accountant, and Accounts Payable Administrator.
- Mentor staff, fostering professional growth and cross-training opportunities.
- Set both departmental and individual goals that result in ongoing improvements – monitor performance against these goals.
- Ensure that there is a trained backup for all key duties for business continuity in the event that a team member is absent.
- Collaborate closely with Advancement to ensure accurate accounting and reporting of restricted funds, endowment, and fundraising proceeds.
- Collaborate closely with Admissions to ensure that all tuition and financial assistance information is complete and accurate.
- Provide support and financial reporting to the Board of Trustees and relevant committees.

SALARY AND BENEFITS

- Salary of \$160,000 to \$180,000 and 403b match/contribution after one year of service (up to 7.5% after 5 years of service)
- 4 weeks vacation leave, 2 weeks of sick leave, and 22 paid holidays
- Medical, Dental, Vision, Life/AD&D, Dependent Care FSA, and EAP
- Tuition remission for dependents of employees
- Financial aid for advanced degrees and professional development
- Lunch provided daily
- See benefits summary for full details





REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or a related field required; CPA preferred.
- 7+ years of progressive accounting experience, preferably in a nonprofit or independent school setting.
- Strong knowledge of GAAP, nonprofit accounting, and financial best practices.
- Hands-on experience with accounting systems (e.g., Blackbaud or similar school management systems preferred).
- Track record for delivering financial statements and related reporting on or before mandated deadlines.
- Proven ability to develop a high-functioning team.
- Capable of functioning in both a hands-on and oversight capacity.
- Experience designing, implementing, and monitoring internal controls over financial reporting.
- Demonstrated aptitude for making continuous improvements.
- Analytical with the ability to correlate financial and operational data.
- Proven ability to develop salient reporting and analytical tools.
- Advanced Excel or Google Sheets skills.
- High level of integrity, discretion, and ethical standards.
- Excellent analytical, organizational, time management, and problem-solving skills.
- Effective leadership, communication, and interpersonal skills.
- Service orientation and proactive attitude in understanding and resolving issues.

CONTACT

This retained search is managed by [Mary Law Executive Search](#), the California leader in placing private school and nonprofit Finance and HR professionals.

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