



HAWAII BAPTIST ACADEMY

JOB DESCRIPTION

JOB/POSITION TITLE: Controller

OFFICE: Business Office

REPORTS TO: Director of Finance (DOF)

STATUS: 12 month (exempt)

SALARY RANGE: \$77,286 - \$97,830

PRIMARY PURPOSE: The Controller supports the Director of Finance in maximizing the return on financial assets by establishing and maintaining financial policies, procedures, internal controls, and reporting systems. The Controller ensures legal and regulatory compliance for all accounting and financial reporting functions and oversees the daily operations of the Business Office, including cost and general accounting, accounts receivable/collections, accounts payable, fixed assets, inventory, cash management, and risk management.

ESSENTIAL DUTIES/FUNCTIONS:

Financial Oversight & Compliance

- ☐ Works with the Director of Finance to plan, develop, and implement fiscal policies, goals, procedures, and controls in accordance with GAAP and government regulations.
- ☐ Ensures legal and regulatory compliance for all accounting and financial reporting functions.
- ☐ Oversees compliance with nonprofit accounting standards and reporting requirements.
- ☐ Oversees cost accounting, general accounting, accounts receivable/collections, accounts payable, fixed assets, inventory, and risk management.

Financial Reporting & Audit

- ☐ Manages and ensures timely reporting of all financial transactions.

- Assists the Director of Finance in preparing for annual audits, including schedules, supporting documentation, and coordination with auditors.

Cash & Banking Management

- Supports daily cash-flow management to ensure adequate funding for operations and long-term needs.
- Oversee bank reconciliations and banking relationships with financial institutions.

Budgeting & Analysis

- Provides timely budgetary reports to the Director of Finance and respective personnel.
- Ensures adherence to budget guidelines and assists in communicating financial concerns.

Cross-Department Collaboration

- Works with the President's Office and insurance broker to ensure adequate liability coverage.
- Works with the President's Office on matters such as property taxes and contracts.
- As directed by the Director of Finance, with bankers on banking issues.
- Works with the Development Office to ensure proper recording and treatment of gifts and grants.
- Works with Financial Aid and Scholarship Coordinator on financial aid, and scholarship endowment processes.
- Works with the Director of Technology on financial systems, including annual year-end system rollover.

Leadership & Supervision

- Leads the Business Office employees (GL accountant, Accounts Receivable, Accounts Payable), ensuring duties are performed and work schedules are kept (if needed), and gives input on evaluating performance and leave requests.
- In the absence of the Director of Finance, interacts with senior leadership to explain financial concerns and ensure budget compliance.
- Works with families in ensuring the timely payment of school bills through various communication channels.

OTHER DUTIES/FUNCTIONS

- Serves on the safety committee and may serve as chair when assigned.
- Supports the annual PTF Fun Fair, including planning and financial collections.
- Performs other duties as assigned.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to gain experience, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Use of normal business office equipment, including, but not limited to computers, copying machines, and other machinery.
- Work Hours: Normally 8 a.m. – 4:30 p.m., Monday-Friday. Heavier seasonal workload, i.e., audit, enrollment, budgeting, and end of year tasks.
- Mental Demands: Attention to details, ability to reconcile financial data, ability to work with diverse groups of people, ability to perform tasks simultaneously, and learn innovative technologies in limited time.
- Physical Demands: Sitting in meetings for extended periods. Screen-time demands for extended periods. Occasionally extended work hours.

QUALIFICATIONS/REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention preferred or church of like faith and practice as determined by the Board of Directors of Hawaii Baptist Academy.
- Skills/Knowledge: Excellent verbal and written communication. Good organizational skills. Outstanding interpersonal relationship skills. Strong management/leadership skills. Proficiency in computerized word processing, electronic spreadsheet, ability to process and analyze financial data, incorporating innovative technologies, and boardroom presentations. Understanding of GAAP procedures and non-profit accounting principles.

- Education/Training: Bachelor's degree in accounting from an accredited university, CPA preferred but not required.
- Experience: Minimum of five (5) years of accounting experience, including at least three (3) years in a supervisory role. Worked at least two (2) years in a non-profit setting and/or in education.