



Controller

POSITION SUMMARY

Saint Thomas Academy seeks a detail-oriented, mission-aligned Controller to lead the Academy's accounting operations and serve as the senior accounting professional within the Business Office. Reporting to the Director of Finance and Business Administration, the Controller owns the general ledger, month-end and year-end close, financial reporting, audit coordination, and internal controls, while supervising and developing Business Office accounting staff.

The Controller ensures the accuracy, integrity, and timeliness of the Academy's financial records and reporting in accordance with generally accepted accounting principles (GAAP). Partnering closely with the Director of Finance and Business Administration, the Controller supports budgeting, treasury, and financial planning, and serves as a trusted resource to families, faculty, and staff on billing and account matters.

The successful candidate will embrace Saint Thomas Academy's Catholic, military, and college-preparatory mission and bring a collaborative, service-oriented approach, sound judgment, and a commitment to strong stewardship of the Academy's resources.

JOB TYPE

Full-Time, In-Office

ESSENTIAL DUTIES AND RESPONSIBILITIES

ACCOUNTING OPERATIONS & FINANCIAL CLOSE

- Own the general ledger and maintain the Sage Intacct chart of accounts, user access, and reporting.
- Prepare and review journal entries, including recording payroll entries provided by the HR & Payroll Coordinator.
- Lead the monthly and annual close, ensuring entries are complete, accurate, and recorded on a timely basis.
- Reconcile bank, endowment, and restricted and unrestricted gift accounts, and reconcile balances between systems.
- Maintain fixed asset and lease accounting, including capitalization decisions, depreciation, and disposals consistent with the Academy's capitalization policy.

- Monitor short-term cash needs and review cash flow projections.

FINANCIAL REPORTING & BUDGET SUPPORT

- Prepare monthly financial statements and commentary for the Director of Finance and Business Administration and Academy leadership.
- Produce department-level budget-to-actual reports and follow up with budget managers as needed.
- Support preparation of materials for the Finance Committee and Board of Trustees.
- Assist the Director with the annual budget, including year-over-year trend analysis, loading approved budgets into Sage Intacct, and tracking department budgets throughout the year.

TUITION, BILLING & STUDENT ACCOUNTS

- Oversee tuition billing and tuition revenue recognition in Blackbaud, including new student enrollment setup and related accounting.
- Serve as the escalation point for family and parent billing questions, resolving account issues with professionalism, empathy, and discretion.
- Manage tuition receivables and coordinate collection of past-due balances.
- Support the financial aid award process in coordination with the Financial Aid Committee.

AUDIT, TAX & COMPLIANCE

- Coordinate the annual audit with the Academy's external auditors, serving as the primary day-to-day contact.
- Prepare audit workpapers and requested schedules, and draft financial statements for review.
- Coordinate the annual audit and Form 990 for the related ice arena entity.

INTERNAL CONTROLS & ACCOUNTING POLICY

- Design, document, maintain, and improve internal controls and segregation of duties across accounting operations.
- Recommend and administer accounting policies and procedures that safeguard the Academy's assets and strengthen transaction processing.

RELATED ENTITIES & AUXILIARY ACCOUNTING

- Oversee year-end reconciliations for the ice arena, Quartermaster and Cadet Maker store inventory, and transportation accounting.
- Provide ad hoc analysis and cross-functional finance support to departments across the Academy, including Advancement and the Innovation Center.

TEAM LEADERSHIP & COLLABORATION

- Supervise, develop, and support the Staff Accountant and HR & Payroll Coordinator.
- Foster a collaborative, service-oriented Business Office that partners effectively across departments.
- Perform other accounting and business office duties as assigned in support of the Academy's mission and goals.

General Responsibilities

Employment in and by the Church is substantially different from secular employment. Employees of Saint Thomas Academy are expected to conduct themselves in a manner consistent with and supportive of the mission and values of the Catholic Church and the Academy. While membership in the Roman Catholic Church is not required for this position, all employees are expected to respect Catholic doctrine and religious practices.

In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures and actively support and articulate the Academy's mission to students, families, faculty, staff, alumni, and the broader community.

Qualifications

- Bachelor's degree in Accounting or Finance, or equivalent relevant experience.
- CPA (active or inactive) preferred.
- Five to Seven years of progressive accounting experience.
- Supervisory or team-leadership experience preferred.
- Thorough knowledge of GAAP.
- Experience with nonprofit or independent school accounting preferred.
- Proficiency with Excel and working knowledge of other Microsoft Office products.
- Experience with Sage Intacct and Blackbaud preferred.
- Excellent written and verbal communication skills and the ability to perform detailed, analytical work.
- Exceptional judgment, discretion, and commitment to confidentiality.
- Commitment to supporting the mission and values of Saint Thomas Academy.

Physical & Mental Requirements

- Strong analytical and problem-solving skills, with the ability to communicate financial information clearly to non-financial audiences.
- Ability to manage multiple priorities and deadlines without loss of accuracy, and to maintain composure in a fast-paced environment.

- Ability to supervise, evaluate, and support employee performance and development.
- Ability to work independently and exercise sound, independent judgment.
- Ability to sit for extended periods, work at a computer, and move throughout the campus, including stairs and outdoor areas as needed.
- Understanding of the confidential nature of the Academy's information and a commitment to maintaining strict confidentiality.

Compensation & Benefits

Salary Range: \$100,000 - \$125,000

Saint Thomas Academy offers a comprehensive benefits package, including:

- Generous paid time off, including vacation, sick leave, holidays, and personal time.
- Multiple health insurance plan options, including HSA plans with employer contributions, along with dental, vision, and flexible spending account (FSA) options.
- 403(b) and Roth retirement savings plans with employer matching after six months of employment.
- Employer-paid short-term disability and Life/AD&D insurance.
- Tuition remission opportunities.
- Employee Assistance Program (EAP).
- Voluntary supplemental insurance options, including critical illness, accident, hospital, and additional life insurance.

About Saint Thomas Academy

Saint Thomas Academy is a Catholic, military, college-preparatory school for boys in grades 6-12 committed to educating the whole person: mind, body, and spirit. Guided by the values of faith, character, scholarship, and leadership, the Academy forms young men of distinction prepared to lead lives of purpose and service.

To Apply

Qualified candidates should send a cover letter, resume and references to: Jesse Sigurdson, HR Manager at jsigurdson@cadets.com.

Position will remain open until filled.