Peninsula School Job Description

Controller

Peninsula School, a leader in progressive education since 1925, is a Preschool-8th grade school where children thrive and develop to their full promise as confident contributors in the world. At Peninsula, children learn about themselves and others, discover their passions, and grow intellectually in an inclusive community rich with choices, exploration, and play. In addition to intellectual development and social-emotional learning. Peninsula School has an explicit focus on educating for democracy, student choice and voice, and social justice. Peninsula School celebrated its centennial in 2025.

Position Summary

Reporting to the Director of Finance and Operations, the Controller supports the School's mission and serves as a key member of the Business Office Team, working collaboratively with colleagues, families, and vendors. Controller responsibilities include accounting functions, budgeting and audit support, reporting, compliance, and ensuring the integrity, accuracy, and timeliness of all financial activities.

Primary Duties and Responsibilities:

- Responsible for all general ledger, accounts payable, accounts receivable, payroll, and cash management functions.
- Ensure timely, accurate monthly, quarterly, and annual financial statements in accordance with GAAP and nonprofit accounting standards.
- Prepare detailed financial reports and analyses for the Director of Finance and Operations.
- Maintain the integrity of all financial records, schedules, and reconciliations.

Budget Support & Financial Operations

- Assist the Director of Finance and Operations with the preparation of the annual budget to align with the school's goals and mission.
- Monitor budget-to-actual performance & identify discrepancies or emerging issues.
- Support the Director of Finance and Operations in forecasting and variance analysis.
- Partner with colleagues to ensure accurate expense coding and financial accountability, including sending monthly budget reports.

Restricted Funds & Endowment Accounting

- Oversee accounting for restricted, temporarily restricted, and unrestricted funds.
- Ensure accurate tracking and reporting of endowed funds, capital gifts, and donor-restricted contributions.
- Partner with Development and the Director of Finance and Operations to ensure compliance with gift agreements and donor intent.

Audit & Compliance

- Be responsible for and be the primary leader in the annual financial audit and any other audits by outside authorities.
- Ensure timely completion of audit schedules, confirmations, and required disclosures.
- Support preparation of Form 990 and other regulatory filings in partnership with the Director of Finance and Operations and external advisors.
- Ensure compliance with federal, state, and local financial and tax regulations applicable to independent schools and nonprofit organizations

Internal Controls & Fiduciary Integrity

- Design, implement, and continuously strengthen internal controls to safeguard institutional assets.
- Ensure segregation of duties, approval workflows, and documentation standards across all financial processes.
- Monitor compliance with internal policies, donor restrictions, and Board-approved financial practices.
- Serve as a key guardian of fiduciary discipline across the institution.

Systems, Processes & Continuous Improvement

- Maintain and optimize the School's financial systems, including accounting platforms and reporting tools.
- Lead process improvements to enhance efficiency, accuracy, and transparency.
- Ensure consistent financial procedures across functions and programs.

Other

- Attend meetings as customary for the position, including Staff Meetings.
- Perform other duties as required.

Qualifications

- Minimum of 5 years of progressive accounting experience, including prior experience as a Controller
- Bachelor's degree in accounting or finance required; CPA strongly preferred
- Significant experience in nonprofit accounting, preferably within an independent school, foundation, or other educational institution, including expertise in nonprofit accounting, including donor-restricted funds and endowments
- Strong knowledge of GAAP, audit processes, and internal control best practices
- High proficiency with QuickBooks and software platforms for enrollment and billing
- Excellent analytical, organizational, interpersonal, and communication skills
- High level of integrity, discretion, and commitment to the school's mission and values
- Community engagement with genuine enthusiasm and a passion for finance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the

duties of this job, the employee is regularly required to sit, use hands, talk, and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. The employee must operate a computer and office productivity machinery, communicate across a variety of media, and work in proximity to others. The role may also require the employee to work in inclement weather during special activities and to work at a desk for extended periods of time.

Compensation: 1.0 FTE with benefits and retirement, $125,000 - $145,000 depending on experience

To Apply: Please fill out an employment application (also found on the Join Our Team page of our website https://www.peninsulaschool.org/about-us/join-our-team) and send it with a cover letter and resumé, to HR@peninsulaschool.org.

Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity, equity and inclusion throughout the school community. We actively support equal opportunity for all people and encourage members of BIPOC communities and LGBTQ+ candidates to apply. Our school is strongly committed to learning about and promoting diversity, equity, and inclusion in all interactions and programs. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship. We encourage people of under-represented groups to apply. For more information, please visit our Diversity, Equity, Inclusion, & Belonging webpage.