

Job Description for:

Controller

FLSA Classification

Exempt

Employment Category

Administrative Staff

Reports to

Chief Financial Officer

Benefits Eligibility

Full time benefits eligible

Schedule

Generally, Monday through Friday 8am – 4:30pm

Last Updated

May 11, 2023

Job Description

Summary/objective

Controller manages the accounting staff and is responsible for the oversight of all accounting systems, policies, procedures, operations, reporting, analysis and auditing. As a strategic partner to the Chief Financial Officer (CFO), the Controller must be able to provide leadership in identifying and implementing best practices, including the best use of technology, for all accounting and financial functions while promoting a service-oriented environment.

Supervisory Responsibilities:

- Direct reports: Store Manager, Staff Accountant, Accounts Receivable Clerk, Accounts Payable Clerk
- Work with team to continuously improve the quality of work in the office; provide training, direction, motivation, and opportunities for skills development.



Human Resources

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Participate fully as a leader and member of the Finance team with an emphasis on effective communication and collaboration in support of a culture of accuracy and productivity.
- Oversee the School's internal control structure as it relates to the policies, procedures and documentation of all accounting and financial reporting activities; manage all digital accounting; exercise prudent financial judgment.
- Ensure that the School complies with all applicable accounting procedures and standards in accordance with Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Services Board (FASB).
- Responsible for the financial analysis and documentation in support of the monthly financial statements, statement of activities, annual budgets and budget adjustments and strategic financial planning and projections.
- Manage general ledger accuracy, cash flow projections and the full calendar of accounting-related activities; run reports as appropriate.
- Manage all endowment related accounting and reporting.
- Review, reconcile and summarize all gift activity as reported by the Advancement Office.
- Support the point-of-sale software in the School Store.
- Manage the School credit card program.
- Plan, facilitate, and coordinate the annual independent financial audit and the retirement plan audits.
- Compile data for tax filings and 5500 filings; review all benefits and insurance accounting.
- Complete regular debt compliance reporting.
- Work collaboratively and effectively with all members of the community to improve accounting practices and procedures throughout the School.
- Prepare responses to surveys and all required government reports.
- Performs other related duties as assigned.

Competencies

- Essential skills include a minimum of 5 years accounting experience and a good working knowledge of GAAP within a non-profit or government



Human Resources

accounting environment, preferably in private education; three of those years in a supervisory role

- Demonstrated ability identifying and implementing “best practices” for financial and administrative management
- Advanced computer skills and expertise in Microsoft Excel, Word and Google required; thorough knowledge of payroll and accounting and business software applications such as Senior Systems, Salesforce, ADP, and Checkwriters
- Experience with paperless accounting systems
- Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, courteously, and to coordinate with other leaders within the department and across the organization.
- Excellent interpersonal and communication skills; ability to effectively communicate complex financial or accounting information to non-accountants
- Excellent analytical, strategic, mathematical and quantitative skill
- Must demonstrate strong attention to detail and accuracy
- Strong organizational skills, ability to establish and manage multiple priorities, and ability to work under pressure while maintaining the highest professional standards
- Ability to manage, motivate and evaluate staff; team-building and change management experience preferred
- The ability to work collaboratively with a diverse group of faculty, staff, parents and other constituents with fairness, respect, consistency and integrity
- Ability to develop proposals, RFPs, presentation materials and other written materials
- Creative ability, a positive outlook, an excellent work ethic and a sense of humor
- Demonstrated ability to embrace and share the School’s mission

Work environment

- In office environment.



Human Resources

Physical demands

- Prolonged periods sitting at a desk and working on a computer.
- Ability to go up and down flights of steps.
- Must be able to lift 15 pounds at a time without assistance.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.).
- Communication skills using the spoken and written word.
- Ability to see with normal parameters.
- Ability to use a visual display terminal with continuous wrist movement on a keyboard.
- Ability to hear within normal range.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.

Travel required

- Limited travel for attendance of training or conferences.

Required education and experience

- A Bachelor's degree in accounting or finance; with advanced degree or CPA preferred.
- Essential skills include a minimum of 5 years accounting experience and a good working knowledge of GAAP within a non-profit or government accounting environment, preferably in private education; three of those years in a supervisory role
- Demonstrated ability identifying and implementing "best practices" for financial and administrative management
- Advanced computer skills and expertise in Microsoft Excel, Word and Google required; thorough knowledge of payroll and accounting and business software applications such as Senior Systems, Salesforce, ADP, and Checkwriters
- Experience with paperless accounting systems

Additional eligibility requirements



Human Resources

- Able to successfully complete CHRI, CORI, and SORI checks.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.