
DAVIDSON

ACADEMY

Job Description

Title: Controller

Reports To / Evaluated by: Headmaster

Education: Bachelor's degree in accounting required; advanced degree in accounting and an active CPA license preferred

The Controller position serves as the financial leader and provides oversight to all financial activities supporting Davidson Academy (DA). The leadership role manages an accounting team, partners with school leaders, works with third-party vendors and responds to customer (staff, parents, trustees, etc.) questions and requests. The financial responsibilities include oversight of all accounting functions, including general ledger accuracy, financial reporting, A/P, A/R, payroll, treasury management, human resources, all regulatory reporting requirements, and preparedness for the annual audits and tax return preparation. Strategic leadership is required in the areas of operational internal controls, management, budgeting, forecasting, cash flow planning, employee benefit program reviews, and overall risk management for the school.

SECTION 1 - REQUIRED PERSONAL QUALITIES (ALL STAFF)

1. Is in whole-hearted agreement with the school's Statements of Faith and Beliefs and Philosophy of Christian education.
2. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meets everyday stress with emotional stability, objectivity, and optimism.
4. Respectfully submits and is loyal to constituted authority.
5. Notifies the supervisor/administrator of any policy he/she is unable to support.
6. Refuses to use or circulate confidential information inappropriately.
7. Places his/her ministry at DA ahead of other jobs or volunteer activities.
8. Appreciates and understands the diversity of the Davidson Academy community.
9. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
10. Treats co-workers, parents and students with friendliness, dignity, and respect.
11. Follows Matthew 18 principle in dealing with students, parents, staff, and administration.
12. Seeks the counsel of the supervisor and colleagues while maintaining a teachable attitude.
13. Uses acceptable English in written and oral communication.

SECTION 2 - REQUIRED SPIRITUAL DEVELOPMENT (ALL STAFF)

1. Believes that the Bible is God's Word and standard for faith and daily living.
2. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).
3. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Davidson Academy Statement of Faith.
4. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
5. Reflects the purpose of the school, which is to honor Christ in every class and every activity.
6. Motivates students to accept God's gift of salvation and help them grow in their faith.
7. Leads students to a realization of their worth in Christ.
8. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he/she should go."
9. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
10. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, that is in agreement with any applicable school policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the financial leader for DA and day-to-day financial activities
- Lead & manage consistent with DA's vision and values
- Responsible for enforcement of the policies of the Board of Trustees
- Recruit, retain, manage and provide development opportunities for the accounting team
- Document objectives, individual development plans and deliver annual reviews
- Oversee all financial recording and reporting processes relating to all cash receipts (including contributions), A/P, A/R, payroll, and credit cards
- Oversee all month end closing activities
- Ensure all financial statements are prepared in accordance with U.S. GAAP
- Responsible for preparing all faculty, staff & administration contracts
- Establish appropriate internal controls to safeguard assets
- Oversee and manage the annual financial statement audit, including preparation of all supporting schedules, reporting any audit recommendations to the Finance Committee and/or Board of Trustees, and resolving any audit recommendations
- Oversee and manage the annual compliance testing and the annual audit for the 403(b) plan. Fulfill all fiduciary responsibilities throughout the year as the 403(b) plan administrator
- Oversee all calendar year end reporting and filing requirements for forms W-2, 1095 & 1099
- Monitor payroll processes for state and federal compliance, accuracy, and timeliness
- Monitor and analyze benefit programs (medical, HSA, vacation, 403b, etc.) for policy compliance and costs
- Prepare and oversee the execution of the annual budget and monitor actual vs. budget throughout the year
- Oversee capital expense purchases, including obtaining all necessary approvals & availability of funds
- Collaborate with various teams to assess financial efficacy of their programs and alignment with vision and strategy
- Clearly communicate to the internal administrative team, the Finance Committee, and the Board of Trustees on the financial status of DA

- Manage the banking relationship, including meeting all reporting requirements, cash flow forecasting requirements, and the annual line of credit renewal requirements
- Monitor and address budget overages and cash flow shortfalls that develop throughout the year
- Identify process improvement opportunities by defining problems, analyzing data, identifying options and executing best practice solutions
- Lead improvement projects including software upgrades,
- Lead payroll, general ledger and document scanning process and system initiatives
- Provide accounting customer service to the organization
- Respond to faculty, staff, and parent questions, requests and concerns
- Coordinate all worker's compensation claims with the carrier
- Manage the annual worker's compensation audit
- Oversee all A/R collection issues

ADDITIONAL REQUIREMENTS AND PREFERRED SKILLS

- Ten years of proven accounting leadership experience required; fund accounting experience preferred
- Bachelor's degree in accounting or finance required
- Advanced degree and active CPA license preferred
- Human Resources experience preferred
- Ethical, exhibits high morals, and maintains confidentiality of information
- Able to work independently and in a group environment
- Strong management skills
- Problem solving – strong data collecting, analyzing, and recommendation skills
- Influencing – solid listening, hearing, and verbal/written communication skills
- Executing – excellent planning, organizing, and reviewing skills
- Relational customer service – ability to meet expectations across organization
- Advanced proficiency in Microsoft Office products
- Able to deliver quality work on tight deadlines, with strong organizational and priority setting skills.
- Knowledge of federal regulations on taxes and reporting

Statements of Faith

- *We believe God has revealed Himself, His purposes, and His ways in the Bible, which is therefore absolute in its truth and authority over daily living.*
- *We believe God is one, absolute in power and authority over all people. He has revealed Himself as Heavenly Father and is the first person of the Trinity.*
- *We believe Jesus Christ is the second person of the Trinity, the physical embodiment of God; He is fully God and fully man, a mystery that calls us to worship.*
- *We believe the Holy Spirit is the third person of the Trinity. He is the invisible and contemporary presence of God.*
- *We believe all human kind are separated from God by sin and are in need of a Savior.*
- *We believe salvation comes only through belief (faith) in Jesus Christ as revealed in Scripture, His virgin birth, His sinless life, His sacrificial death upon the cross and His resurrection from the dead.*
- *We believe Christians should live their lives in a community, as members of a body of believers, and in subjection to the will of God, holding one another accountable for their decisions and choices and offering encouragement and prayer support in all things.*

Beliefs and Philosophy of Christian Education

Davidson Academy endeavors to assure that students are:

*Grounded in God's Word as the source of truth;
inspired to grow in spiritual wisdom;
guided by personnel committed to excellence;
trained in the fundamental and college-preparatory academic skills;
encouraged to accomplish goals and be recognized for achievement; and
provided opportunities for physical and social development through programs and service.*

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction:

Requires the ability to function as a productive member of a professional learning community and collaborative group. Ability to consistently maintain courteous and professional relationships students, parents, and colleagues. Ability to successfully work in a high stress position and manage emotions.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of computers or other equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning:

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Ability to work in stressful situations and manage students and assigned duties in a stressful environment.

Situational Reasoning

Requires the ability to exercise judgement, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert light physical effort in sedentary to light work, but which involve some lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements:

Some tasks require the ability to perceive and discriminate visual cues or signals. Ability to communicate orally.

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.

Davidson Academy is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Davidson Academy will provide reasonable accommodations to qualified individuals with disabilities.