



St. Martin's Episcopal School is seeking a culturally competent and responsive candidate to serve as a **Controller**. The position reports to the Director of Finance and Operations and is responsible for supporting a budget of \$18 million. This role requires a range of financial, accounting and administrative/organizational skill levels, from routine monthly tasks and reconciliations to complex analysis and special projects.

The **Controller** role requires a proactive, hands-on strategic thinker who will own, in partnership with the Director of Finance and Operations, the responsibility for finance and other operational functions such as insurance and risk management and auxiliary operations.

St. Martin's Episcopal School is a Christian school with an Episcopal identity and welcomes applicants of all faiths, celebrating inclusivity and diversity while fostering an inclusive culture. Under the direction of the Director of Finance and Operations, the Controller will:

- Coordinate all aspects of Finance, including but not limited to reporting, accounting, and customer relations
- Manage the cash receipts and invoicing/billing
- Coordinate collection of outstanding accounts
- Manage daily batch creation, closing and posting
- Manage monthly deferred revenue recognition and credit card reconciliations
- Oversee all of student tuition and incidental billing in the tuition management system, FACTS
- Perform General Ledger account reconciliations related to billing
- Collect, deposit and post to the ledger all cash receipts for the school
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements; this includes preparing and/or reviewing monthly reconciliations, journal entries, semi-monthly payroll, accounts payable, 403b reconciliation and remittance, maintaining fixed asset inventory and recording monthly depreciation
- Complete all monthly reconciliations such as bank accounts, credit cards, summer camp, etc.
- Submit all bank transfers and loan payments
- Post sub system including pledge payments and gifts from Raiser's Edge
- Guide financial decisions by establishing, monitoring, and enforcing financial policies, internal controls, procedures and reporting system
- Prepare month-end journal entries and reconciliations
- Prepare and presents financial reports in an accurate and timely manner (monthly, quarterly, annually)
- Strategically analyze financial data; identifies trends and keeps apprised of issues and trends particular to independent schools; supports the Director of Finance and Operations in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery
- Assist the Director of Finance with the annual budgeting and planning process; works with individuals at all levels to create budgets as well as leads ongoing review and comparison to actual results with a view to achieving budget objectives; identifies, explains, and corrects variances as appropriate
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization
- Comply with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions
- Ensure proper categorization and reporting of restricted funds
- Manage organizational cash flow forecasting
- Ensure books are closed in a timely manner
- Oversee annual financial audit
- Manage surplus cash calculations
- Manage overall organization and retention of business office documents and files such as vendor contracts, certificates of insurance, leases, etc.

Required Qualifications



- Bachelor's degree, preferable major in business administration, accounting or finance related field
- 5-7 years of experience
- Practical expertise of Blackbaud Financial Edge and NXT
- Desire to plan and work collaboratively on a team is essential

Preferred Qualifications

- Master's degree
- CPA and/or MBA
- Prior work within independent schools is strongly preferred

Candidate Characteristics

- Excellent organizational and time management skills
- High attention to detail
- Strong interpersonal and communication skills
- Experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- The ability to balance day-to-day priorities with long-term goals and projects
- This position has access to high levels of confidential information; thus a commitment to operating with a strong work ethic and sense of integrity, with a focus on maintaining confidentiality, is integral
- Participate in regular team meetings and contribute to the culture of open communication.

Physical Requirements

This job is performed inside; the noise level can be soft to loud. While performing the duties of this job, the employee could be required to stand, stoop, kneel, walk, talk, read, and hear. The employee could be required to use hands to type, finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee may occasionally lift and/or move up to 15 pounds. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

All employees are expected to support the mission and vision statements of St. Martin's Episcopal School, and contribute to the overall life of the School.

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Schedule

The position is a 12-month, Administrative position and follows the typical school calendar. The position will adhere to a regular schedule of Monday - Friday, 7:30am - 4:00pm. The position is a regular, full-time, exempt and benefits eligible role.