



Position Title:	Controller
Date Modified:	December 2025
FLSA Classification:	Exempt
Reports to:	CFO
Position Purpose:	Directs and manages the school's day-to-day accounting and business functions and activities.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	Full Year

Description

The Controller works directly with the CFO to manage the daily operations of the school's business office. The Controller will directly supervise the Senior Accountant, Accounts Receivable Specialist, Accounts Payable/Payroll Specialist, and other staff members as assigned. This Controller's team will provide financial information and services for all the school's constituencies, including students, parents, faculty, staff, vendors, and the Board of Trustees.

Essential Functions and Tasks

- Supervises, trains, and evaluates the Accounts Receivable Specialist, Accounts Payable/Payroll Specialist, Senior Accountant, and others as assigned.
- Coordinates the annual financial audit by gathering and preparing audit documents, schedules, account reconciliations, and system-generated reports, and by assisting the CFO in reviewing the final audit report and related financial statements.
- Ensures the accuracy and timeliness of financial information by performing or reviewing reconciliations of general ledger accounts on a timely basis, and by establishing, implementing, and maintaining systems, accounting policies and procedures, and internal controls.
- Oversees the payroll processes and backs up the Accounts Payable/Payroll Specialist with processing payroll and related records, while monitoring changes in payroll-related data. Reviews and posts payroll accounting transactions.
- Ensures compliance with state and federal government reporting requirements and tax filings, and compliance with GAAP (Generally Accepted Accounting Principles).
- Prepares sales tax filings and other school-specific filings/reports/surveys required by regulatory and accrediting agencies.
- Oversees the monthly closing processes, prepares adjusting journal entries, and assists the CFO in the year-end closing process.
- Maintains and updates the General Ledger chart of accounts.
- Works with the CFO to maintain relationships with banks and other financial institutions.
- Develops and implements systems and processes for record retention and for internal controls.

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- Assists the Financial Assistance Committee when needed.
- Provides support to the Head of Admissions and Enrollment Management with enrollment contract processing and the resulting revenue collection activities.
- Prepares Enrollment Contracts and Enrollment Contract addenda.
- Manages past due student accounts in collaboration with the Accounts Receivable Specialist.
- Processes purchase orders and manages the school credit card/purchasing card program and the school breakfast card program.
- Administers the business office petty cash fund and reimburses it in accordance with school policies.
- Develops, researches, and attends professional development.
- Other duties as assigned by the Head of School or direct supervisor, including extracurricular.
- Knowledgeable about Senior Systems and Veracross, and uses the financial and enrollment management modules and/or other school management software programs, and leads staff training in upgrades.
- Completes various Tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Performs the bank's positive paycheck file upload for every Accounts Payable check run.
- Participates in and leads staff training in Senior Systems and/or Veracross financial system modules upgrades, and assists Senior Systems and/or Veracross users in operating these modules.
- Coordinates the financial planning and Business Office staffing of events/fundraising functions.
- Develops and implements systems and processes for record retention and for internal controls.
- Maintains and updates the General Ledger chart of accounts.
- Budget development and monitoring in collaboration with the CFO and department heads.
- Collaborate with the CFO and department heads for long-range financial planning and scenario modeling for enrollment and tuition revenue.
- Actively participate in cash flow forecasting and liquidity management
- Lead automation and efficiency initiatives in the business office
- Assists the Financial Assistance Committee and manages the related processes.
- Preparation of financial dashboards and reports for the CFO and Board committees
- Maintain financial policies aligned with best practices for independent schools.
- Performs financial and other special analyses as needed and assists with related special projects as required.
- Actively participates in the life of the School where appropriate and relevant to the priorities of the Business Office.
- Other duties as assigned by the Head of School or direct supervisor, including extracurricular.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the business department.

- Supports and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's business department policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence, and complies with Physical Requirements and Work Environment.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in accounting, finance, or business; a minimum of 5-7 years of relevant experience; significant exposure to, or experience with, non-profit accounting required. CPA is preferred.
- Working knowledge of business accounting policies, procedures, practices, and software programs. Competent in database management systems and MS Office applications.
- Experienced in preparing proposals, reports, and correspondence for internal and external audiences, as necessary.
- Ability and commitment to maintaining and safeguarding confidential and sensitive information.
- Ability to supervise and manage multiple functions and activities, and interact with parents, staff, and visitors in a professional manner.
- Willingness to be a team player by being service-oriented, flexible, and reliable when helping coworkers and peers accomplish their job/tasks at hand.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.