



Position Description

Position Title: Controller

Department / Division: Business Office

Supervisor's Name and Title: John B. Ford, Business Manager

Position Status: Exempt

Created/Updated: September, 2021

Position Summary

The Controller is an integral part of the Business Office responsible for the preparation of financial reports, student billing, and analyses of historical and projected income and expenses. The Controller also oversees the functions of accounting, audit, and budgeting. Other duties may be assigned. This is a supervisory role within the Business Office reporting to the Business Manager.

Additional Functions:

- Preparing monthly financial statements, including variance analyses
- Supervising student billing
- Reconciling accounts on a monthly basis
- Monitoring departmental budgets and forecasts
- Supervising all incoming cash receipts and deposits
- Maintaining daily cash balances and forecasting cash needs

Qualifications:

Ideal candidates will have a degree in business administration, accounting, finance, or general management with a minimum of five years of professional experience. A CMA or CPA License is preferred. The successful candidate will be organized, efficient, and skilled in accounting and financial management; will be able to relate to and work closely with diverse school constituencies; will have excellent interpersonal skills; and will demonstrate an ability to communicate effectively in writing and orally. A desire to be part of building the larger school culture and community, particularly with regard to diversity, equity, and inclusion efforts, is vital.

Physical Requirements and Work Environment:

- Occasionally lifts up to 30 pounds
- Generally works in standard office conditions and climate
- Routinely works in a fast-paced and professional environment dealing with a wide variety of challenges, deadlines, and people
- Often works at a desk and computer for extended periods of time
- Usually works in a school environment with frequent contact with students.