CHRIST CHURCH EPISCOPAL SCHOOL
Controller Job Description

FLSA Status: Exempt

Role Focus:

The role of the Controller is an integral part of the Business Office, responsible for coordinating and assisting in the preparation of financial reports such as statements of activities, statements of financial position, statements of cash flows, and analyses of historical and projected income and expenses, in addition to other special reports that may be needed. The Controller supervises the accounting, purchasing, accounts payable, accounts receivable, endowment and billing operations and oversees the functions of audit and budgeting. She/he supervises Business Office accounting and administrative personnel and oversees daily operations of the department.

Reporting directly to the Assistant Head for Finance & Operations, the Controller is also responsible for recommending and administering all accounting policies and procedures, insuring that strong internal controls and effective transaction processing routines protect the assets of the school and result in meaningful, timely and accurate financial reporting.

Education and Experience:

The ideal candidate will be a CPA with a bachelor’s degree in accounting with a minimum of 5-7 years’ expertise in non-profit accounting, including managerial experience with a proven record of mentoring and developing staff, ideally in an independent school or higher education setting. This position requires strong organization, written and verbal communication, and interpersonal skills. Strong proficiency with Excel, Office and other computerized accounting systems is required (experience with Blackbaud software [Financial Edge, NXT, etc.] is highly beneficial). Highest regard for confidentiality and exemplary ethical standards is necessary, as well as the ability to manage multiple tasks and projects under the pressure of deadlines.

General Responsibilities:

- Maintain accurate and appropriate general ledger chart of accounts.
- Analyze general ledger accounts and make accounting estimates.
- Supervise general ledger reconciliations with subsidiary ledgers.
- Prepare and record monthly journal entries and supervise the monthly close process.
• Prepare monthly financial statements with comparison against prior year activities to date.
• Monitor and analyze monthly operating results against budget.
• Assist with annual budget preparation, import and implementation.
• Prepare and record all budget adjustments.
• Manage year end close process.
• Supervise and assist accounts payable, payroll, HR, student billing and other accounting personnel in the Business Office.
• Oversee outsourced functions, including payroll and accounts payable preparation.
• Cross-train on finance functions including payroll, accounts payable, budgeting, accounts receivable, and student billing.
• Ensure accurate and timely financial information and reporting, including all financial statements, cash and variance analyses, and dashboard reports.
• Prepare, post and reconcile all investment activity and related accounting entries, and prepare all associated spreadsheets and analyses.
• Review, post and reconcile all cash, stock and in-kind gifts from Raisers Edge module of the Blackbaud accounting system (Advancement Office).
• Ensure accurate and appropriate coding and/or approval of all revenue, expenditure and journal transactions to their appropriate accounts, including unrestricted, and permanently restricted funds.
• Coordinate with the Advancement Office to prepare annual stewardship reports for all restricted or endowed funds including reconciliation of all credit card, stock gifts, and capital campaign pledges.
• Assist Advancement Office with grant proposals as requested.
• Prepare bank reconciliations for capital campaign bank accounts and ensures all other periodic bank reconciliations are completed in timely manner.
• Provide support in the hiring, training and review of Business Office staff and assist with management of the Business Office staff.
• Provide assistance to the Assistant Head for Finance & Operations in preparation and monitoring of monthly departmental budget reports and forecasts, working with administrators and department chairs re budget performance.
• Communicate accounting policies to employees and ensure compliance with such policies.
• Actively stay current on new regulations in GAAP and relevant non-profit accounting issues.
• Maintain all general and permanent office files for the school.
• Calculate and appropriately allocate internal department charges for benefits, copying charges, etc.
• Provide support for the Assistant Head for Finance & Operations at Finance Committee or other Board-related meetings including the preparation and issuance of meeting minutes.
• Supervise all incoming cash receipts and deposits
• Maintain client and vendor relationships, including evaluating new vendors for Business Office functions and processes.
Audit Responsibilities

- Plan, coordinate and oversee the various annual financial audits including the School, the Endowment Corporation, the annual IRS Form 990, the SC Exceptional Grant Scholarship program, etc.
- Oversee accounting procedures to ensure conformity to generally accepted accounting principles.
- Conduct and/or supervise the year-end inventory of fixed assets.
- Maintain adequate and effective internal controls.
- Maintain permanent office files for all audit schedules prepared by school.
- Review all Accounts Payable checks to ensure all checks are accounted for and to assure all transactions are appropriately authorized and charged.

Surveys and Peer Reporting Responsibilities

- Prepare all periodic surveys and compliance reports for various school industry organizations (e.g. NAIS, PAIS, NBOA, INDEX, etc.), as well as other internal and external information requests for financial data
- Remain aware and current of private school industry trends and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare, review and/or file forms, including but not limited, to the annual defined contribution and other benefit plans, monthly sales tax report, annual 1099 forms, charitable organization registration forms, property tax exemption, and the South Carolina Unclaimed Property Program.
- Manage the school’s employee purchasing card program.
- Prepare, reconcile and report on construction activities, as necessary.
- Resolve any reporting issues with the IRS and other Federal and State regulatory agencies.
- Analyze ancillary programs for profitability and effectiveness
- Prepare and periodically update dashboard analyses of key school factors and trends
- Reviews employee manual with Assistant Head for Finance & Operations and Payroll & Benefits Coordinator to determine necessary changes and assists with update of the manual on an as needed basis.
- Work on special projects as needed.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:
• **Ability to Learn and Teach others established procedures** - Recognizes the importance of learning and motivates others by own enthusiasm. Able to learn and reproduce the current processes and recommend best practices to streamline Business Office and School procedures.

• **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines. Maintains appropriate work/life balance without compromising expectations of others. Respected for ability to meet deadlines and “make” time for unexpected projects or requests.

• **Organizational Skills** - Creates action plans to meet goals and objectives, and conducts periodic reviews of progress and measures against goals. Recommends and establishes internal and external policies to ensure the success of the Business Office and School; establishes broad policies to ensure success. Exercises self-motivation with an excitement to learn and grow within the position and organization.

• **Written and Verbal Communications Skills** - Exhibits strong interpersonal skills and maintains open communication channels with numerous constituencies of the School, including peers, administrators, parents and vendors; effectively communicates key data and complex accounting issues, including presentations and dashboards, to various Board of Trustee committee members.

• **Problem Solving Skills** - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

**Other Qualifications:**

All prospective employees must be able to adequately clear a background check.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, and receiving visitors) under stressful situations and able to function in a fast-paced environment.

If seriously interested, please submit cover letter, resume’, examples of prior success in a similar environment, and list of references to:

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