



ST. ANNE SCHOOL

JOB DESCRIPTION

Controller

Job Summary

The Controller is responsible for all accounting and business office oversight including the direct management of Staff Accountant and Accounts Payable. The Controller ensures strong internal controls to protect the assets of the school and effective transaction processing routines which result in meaningful, timely, and accurate financial reporting. The Controller has a broad knowledge of all aspects of accounting and business office operations. Reports to the Director of Operations.

Essential Duties and Responsibilities

The controller will:

- Oversee school business functions, including tuition billing and collection, accounts payable, payroll, accounting and reporting, financial regulatory reporting and compliance, and other business office activities.
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting through the use of accounting software, Financial Edge.
- Serves as an accounting software in-house expert, attending training classes, and maintaining the system.
- Assists the Director of Operations in monitoring the annual operating budget. Prepares variance and analysis reports as requested. Assists the HR Director with data analysis of payroll and benefits costs.
- Provides support and information to faculty, staff, parent volunteers and parents regarding business and accounting
- Coordinates preparation of schedules and documents for the annual audit; serves as primary contact with School's auditors during all stages of the audit.
- Participate in the development of the school's short and long term fiscal strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Manages the accounting systems of the school, Blackbaud Financial Edge, including the general and all sub-ledgers, and other related accounting functions. Provides accurate and timely financial and management reports.
- Ensures compliance with applicable laws, regulations, tax filings, professional standards, and internal policies.
- General Ledger duties include preparation or review of standard and other journal entries, maintaining a schedule for and assigning monthly, quarterly, or annual account reconciliations.
- Ensure accuracy of all sub-ledger inputs into the general ledger including Accounts Payable, Accounts Receivable (Blackbaud Tuition Management), Cash Receipts, Fixed Assets, and Raiser's Edge (data managed by Advancement office.)
- Responsible for the online re-enrollment and annual tuition billing processes in Blackbaud Smart Tuition

- Collaboratively, with the Director of Operations and the Staff Accountant, is responsible for other accounts receivable functions, including monitoring and collections of student billing accounts and billing of other fees and extracurricular programs.
- Works with the Advancement office to ensure fundraising software transactions are accurately transferred to General Ledger.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.
- Other duties as assigned

Minimum Qualification Requirements

- A bachelor's degree, accounting or finance, advanced degree preferred
- Five years of experience in finance/accounting
- Proven success in an administrative support role, preferably working with a board
- Demonstrated collegial and professional qualities – collaborating with colleagues and assisting in the development of financial processes
- High ethical standards
- Excellent oral and written communication skills
- Keen analytical skills and a detail-oriented work style
- Demonstrated commitment

Physical Demands and Working Environment

Environment: Work is performed primarily in a standard office and gymnasium setting.

Physical: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, lift, carry, push, pull, stoop, kneel, crouch, see, hear and use their hands for fine and gross motor functions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month employee, salary exempt employee, Schedule B

Reports to: Director of Operations

This is a full-time exempt position. Full medical benefits and pension plans included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.