



Position:	Controller (Director of Finance)
Position Hours:	Full-time
Specific Focus:	School Finance
Reports To:	Head of School
Supervises:	None

#### Mission Statement:

The Controller (Director of Finance) is responsible for the oversight, integrity, and strategic management of all financial functions of the school. This includes budgeting, accounting, financial reporting, internal controls, and audit preparation. Working closely with the Head of School and Board, the Controller ensures that the school's finances are transparent, compliant, and aligned with its mission and long-term goals. This role emphasizes accuracy, process improvement, and financial stewardship in a Christian school context.

#### Required Spiritual Qualities:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her church attendance, prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others. Have a Christ-centered home.
- A Member in Good Standing with a local Bible-believing church.

#### Duties and Responsibilities:

- Lead the school's budgeting process and oversee financial planning in collaboration with leadership.
- Prepare monthly and annual financial statements for internal and board review.
- Maintain the general ledger and ensure accuracy in all accounting records.
- Ensure that internal controls are in place and functioning effectively.
- Oversee bank reconciliations, journal entries, and month-end closing procedures.
- Support external financial reviews and audits; prepare required audit documentation.
- Monitor cash flow, restricted gifts, and expense tracking.

- Supervise the Staff Accountant and ensure accuracy in accounts payable/receivable and other bookkeeping tasks.
- Coordinate and reconcile payroll records in partnership with Business Operations and payroll vendors.
- Maintain and optimize the school's financial systems (e.g., QuickBooks Online, Ramp, FACTS, Gusto).
- Collaborate with Advancement to properly record and track fundraising income and donor-restricted gifts.
- Provide reports and insights to support strategic decisions and tuition modeling.
- Stay informed about best practices in nonprofit and school accounting.
- Advise leadership on strategic financial planning and modeling
- Support annual and long-term budget forecasting
- Review financial reports and highlight trends, risks, and opportunities
- Serve as liaison between Controller, external CPA, and board/finance committee
- Provide financial leadership during capital campaigns, debt management, or major initiatives
- Guide hiring and development of internal finance team

#### Qualifications:

- Bachelor's degree in Accounting, Finance, or related field required; (CPA not required, but preferred)
- Minimum of 3–5 years of experience in accounting or financial management, preferably in a nonprofit or school setting.
- Proficient in QuickBooks Online, Microsoft Excel, and modern cloud-based financial tools.
- Demonstrated ability to manage complex budgets and produce accurate financial reports.
- Strong analytical and organizational skills; attention to detail is essential.
- Experience supervising or mentoring other finance personnel is a plus.