

Green Vale School Controller

Position Overview:

- School is seeking an experienced Controller to join our dynamic community. This is a full-time, 12-month, on-site, exempt position. Reporting to the CFOO, the Controller is responsible for overseeing and directing the School's day-to-day accounting, budget implementation, treasury, and external financial reporting.
- The Controller assists the administration by ensuring the prudent use of those resources through strong internal controls and effective transaction processing routines to protect the assets of the school that result in meaningful, timely and accurate financial reporting.
- The Controller serves as a member of the Business Office and is an instrumental partner in managing the school finances and operations.
- This position manages two employees: the Business Office Bookkeeper & Assistant, and the Main Office Administrative Assistant.

Duties and Responsibilities:

Accounting

- Supervise all day-to-day operations of the School's accounting personnel and accounting systems – including but not limited to the general and sub- ledgers, accounts payable, account receivables, payroll, bank reconciliation, journal entries, and other related accounting functions.
- Manage and maintain the general ledger including periodic review of general ledger accounts and journal entries to insure proper classification for budget reporting and financial statements
- Provide support for student re-enrollment and continued student billing/receipting processes
- Provide support for all disbursement functions
- Reconcile, on a timely basis, all ledger gift accounts to Development Office records
- Prepare financial statements and other reporting as required
- Prepare monthly accounting close
- Implements best practices in business office efficiency and compliance with auditing standards

Payroll and Benefits

- Oversee semi-monthly payrolls.

- Coordinate the School's various employee benefit programs.

Human Resources

- Execute new employee onboarding procedures
- Prepare annual faculty and staff employment agreements and track their timely return
- Initially meet with employees regarding all human resource issues and complaints

Budget support and financial analysis

- Assists CFOO in preparing and monitoring the annual operating budget.
- Support CFOO in preparing reports for Finance committee

Purchasing

- Order equipment and supplies for all divisions and departments upon approval by the Division Heads or Department Directors.

Student Enrollment Contracts

- Working with the Director of Admissions, integrate annual enrollment contracts into Tuition Management.

Audit

- Lead the preparation of the annual audit (financial and pension) and coordinate with the school's auditors
- Ensure compliance with applicable laws, regulations, tax filings, professional standards and internal policies
- Prepare annual audit schedules, supporting analysis and audit report
- Support CFOO in preparing reports for Audit committee

Investments

- Reconcile, on a regular basis, all investment transactions and support CFOO in Cash Management and tracking, monitoring and reporting of all investment committee activity

Requirements:

- Minimum requirement of a bachelor's degree in accounting, finance or related area. MBA/CPA strongly preferred

- 5+ years of progressive experience in accounting/finance. Audit experience strongly preferred. Experience in education setting strongly preferred. Knowledge of Blackbaud's Financial Edge, Tuition Management preferred
- Excellent interpersonal skills; ability to collaborate widely with various constituencies throughout the School's community including students, faculty, staff, alumni, parents and vendors
- Strong written and verbal communications skills
- Proven analytical skills and highly detail oriented
- Excellent judgment and discretion in responding to urgent, confidential matters

Please send cover letter and resume to jobs@greenvaleschool.org