

## Job Description

### Controller

St. Mark's Controller is an integral part of the Business Office, responsible for coordinating and preparing financial reports. The Controller oversees the functions of accounting, audit, cash management, payroll and budgeting. The role reports to the Director of Operations.

#### **General Accounting & Financial Reporting:**

- Responsible for managing the school's accounting, ensuring accurate and timely financial information.
- Prepares monthly financial statements, including analysis.
- Generates account reconciliations on a monthly basis.
- Conducts AP/AR functions, with focus on student billing.
- Assists in preparation of and monitors departmental budgets and forecasts, working with administrators and department heads regarding budget performance.
- Assists in developing accounting policies and ensuring compliance.
- Prepares annual surveys, compliance reports, and requests for financial data.
- Works closely with the Development Office to ensure accuracy in gift reporting and reconciliation.
- Maintains up-to-date knowledge of accounting processes, GAAP and accounting software.
- Willing to search out, investigate, and learn new compliance standards as well as take additional training to remain proficient in accounting and financial management.
- Oversees the accuracy and timeliness of the Payroll function, including proper assignment of benefits.

#### **Cash & Audit:**

- Provides all incoming cash receipts and makes deposits.
- Reviews bank activity daily.
- Leads preparations of schedules and work papers and maintains permanent office files for all audit schedules.

#### **Other Duties**

- Provides general back-up and support to the Director of Operations.
- Maintains fixed assets schedule and prepares quarterly/annual depreciation schedule.
- Develops and maintains SOP for Business Office functions.
- Assumes other responsibilities as assigned by the Director of Operations.
- Sits on committees that may require financial oversight.
- Willing to take on additional responsibilities as assigned in a school environment including carpool, recess and other duties.

#### **Requirements**

- Requires strong interaction with all faculty and staff, families, and church community.
- Receives guests and visitors as well as faculty, staff, and administration in a friendly, courteous manner, and is sensitive to how her/his demeanor is reflective of the School.
- Communicates issues, questions, and circumstances to the Director of Operations in a timely manner.
- Works in a sometimes highly stressful environment dealing with a wide variety of challenges.
- Ability to sit and stand for extended periods of time.
- Has physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead.
- Some evening and weekend work may be required to meet deadlines and attend events.

- Bachelor's degree in accounting or finance is required. CPA, MBA or other advanced training is preferred.
- Experience in the private school sector and/or non-profit industry is preferred.

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment. St. Mark's is known as a community environment and second home to over 330 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home.

Interested candidates should complete a Staff Application at [www.stmes.org/careers](http://www.stmes.org/careers). To learn more about St. Mark's, visit [www.stmes.org](http://www.stmes.org).