



Controller

Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area and has a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an equal-opportunity employer.

Position Overview

The Controller is responsible for the daily functions of the Business Office, with an emphasis on financial accounting and reporting. The Controller is a strategic partner assisting the CFO with the preparation of the financial statements, budget, projections, benchmark statistics, financial/dashboard models, providing support during Board of Trustee Committee meetings (Finance and Audit), and other critical financial, compliance and operational needs of the school.

The Controller is a skilled accountant, a detail-oriented professional that manages the development and implementation of the accounting, reconciliation and reporting systems that is timely, accurate, auditable, and supported by appropriate documents. The Controller must be a collaborative professional constantly pursuing efficiencies and improvements in business operations.

Essential Functions:

Accounts Payable

- Full-cycle accounts payable management including new vendor onboarding, coding and entering invoices, ensure current payment status for all vendors;
- Review and monitor all online bill payments and manage the School's purchasing card program;
- Produce annual 1099 forms.

Accounting and Financial Reporting

- Maintain the School's general ledger and supporting subsidiary ledgers in accordance with fund accounting and Not-for-Profit GAAP;
- Manage daily and monthly accounting functions, ensuring accurate data entry as well as the timely monthly close;
- Develop and manage comprehensive account reconciliation procedures. Prepare monthly balance sheet reconciliations;

- Assist CFO with preparation of the annual budget;
- Monitor the annual operating budget; produce and distribute monthly budget variance reports;
- Prepare quarterly balance sheet and income statement reports.

Cash & Investment Management

- Manage bank accounts, investment accounts, and property accounting inventory records;
- Assist with treasury management: monitor and project cash needs, manage online banking and purchase card activity;
- Prepare bank deposits and batches;
- Coordinate with the Advancement office to reconcile and record contributions.

Audit & Compliance

- Manage the annual financial and 403b plan audits, serving as the primary liaison with auditors; coordinate all document requests, prepare lead and roll-forward schedules, respond to questions, and provide supporting documents in a timely manner to ensure audit deadlines are met;
- Participate in Finance and Audit Committee meetings and support preparation of committee materials, reports and minutes.

Other

- Manage digital and paper archives for the business office;
- Participate in the tuition assistance committee;
- Support the school's parent organization with requests for vendor payments or reimbursements and provide periodic budget and spending updates;
- Assist CFO with preparation of the annual benchmarking surveys and other reports;
- Work with Advancement office to account for annual fund donations, restricted pledges and annual auction receipts;
- Support/review the semi-monthly payroll process in partnership with the business office team; prepare/reconcile calculations and remit funding for 403b retirement plan contributions;
- Act as a back-up for student billing/accounts receivable and payroll;
- Perform other tasks and special projects as assigned to support the business office and the financial/operational functions of the School.

Skills, Knowledge and Qualifications:

- Bachelor's Degree in Accounting or equivalent relevant experience; 5+ years of senior accounting experience required;
- CPA/MBA preferred; knowledge of current relevant non-profit GAAP accounting guidelines;
- Independent School or Non-profit experience strongly preferred;
- Critical thinking skills to problem-solve and resolve issues and/or make proactive recommendations to improve efficiencies throughout all Business Office functions;
- Demonstrated ability to successfully leverage technology to deliver efficiency gains while improving internal control; experience with Blackbaud Financial Edge NXT and ADP Payroll; mastery of Excel

- Ability to maintain and secure sensitive and confidential verbal, written, printed and electronic information;
- Attention to detail, strong organizational skills, and ability to prioritize workload, managing to internal and external deadlines;
- Ability and desire to contribute to a positive and collaborative team environment;
- Effective, responsive and considerate communication skills (verbal and written) for in-person, telephone, and email correspondence to faculty, staff, vendors, parents, guests, visitors, etc.

Charles Armstrong School offers

- Competitive salaries commensurate with experience ranging from \$115,000-\$140,000
- Comprehensive medical, dental, and vision package, 403b plan
- Wellness Stipend
- Tuition reimbursement

To apply:

Direct resumes to: Hiringcommittee@charlesarmstrong.org

In lieu of a cover letter, please complete Employment Application: <https://bit.ly/ApplyatArmstrong>



Charles Armstrong School
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