

**St. John's Northwestern Academies**  
**Job Description**  
**(Updated May 2021)**

**Job Title:** Controller

**Department:** Business Office

**Position reports to:** Chief Financial Officer

**FLSA Status (Exempt/Non-Exempt):** Exempt

**Full-time/Part-time:** Full Time

**Position Summary:**

The Controller is responsible for managing all activities of the Finance Office and many financial activities of the Academies, including, but not limited to, daily financial transactions, monthly and annual financial reporting, and supervision of Finance Office staff and their duties. The Controller also ensures that all financial practices are conducted in a manner that maintains the financial integrity, stability, and well-being of the Academies.

**RESPONSIBILITIES**

**Essential Duties:**

- Monthly Financial Responsibilities
  - Complete reconciliation and analysis of general ledger accounts.
  - Prepare and post monthly adjusting entries.
  - Reconciliation of restricted, endowment, and agency funds.
  - Prepare monthly financial statements (balance sheet, cash flow, and budget vs. actual report.)
  - Print phone bill and charge each department accordingly.
  - Print copier bill and charge each department accordingly on a quarterly basis.
  - Charge resident phone bills and provide detailed backup.
  - Allocate prepaid into a monthly journal entry.
  - Reconcile petty cash.
  - Reconcile, prepare and post journal entries from VISA, American Express Gold, American Express Corporate Purchasing Card, and American Express card members.
- Periodic Financial Responsibilities
  - Determine which invoices are to be included in weekly check runs.
  - Coordinate and participate in preparation of work papers for annual audit.
  - Attend and prepare minutes for Finance Committee & Foundation.
  - Ensure that all tuition, fees, and, incidental payments due to the Academies are collected. Review accounts receivable aging to determine which accounts have become delinquent.
  - Maintain a schedule of payment due dates and amounts for those families on internal payment plans. Ensure that payments are being made on time and in the correct amounts.
  - Coordinate with families (via phone, mail, or email) when payments become past due.
  - Coordinate with Registrar to determine whose transcripts must be withheld due to delinquency of accounts.

- Calculate and post credit adjustments to accounts of cadets/students that leave during the school year. Send refund check or final bill to parents of withdrawn cadets.
- Maintain contact (via phone, mail, or email) with those families that still owe a balance after their cadet/student is no longer enrolled (whether due to withdrawal, dismissal, or graduation). Make further requests for payment if necessary.
- Obtain services of the Academies collection agency and/or attorney as necessary to collect, by lawsuit or other appropriate means, any delinquent accounts receivable that have become uncollectible using internal collection efforts.
- Review the payroll register to ensure that all time cards, stipends, donations, and payroll deductions are recorded accurately.
- Review all invoices to ensure they are coded to the proper general ledger account and include the proper authorized signature. Sign checks once invoices are reviewed for accuracy.
- Oversee and assist (if necessary) in reconciling the bank statement. Follow-up on any discrepancies and any outstanding checks.
- Lead and supervise office staff in the design, implementation, and maintenance of systems to receive, account for, and receive/disburse funds.
- Conduct a search for/recommend appointment of new Finance Office personnel as the need arises.

**Supervisory Duties:**

- Direct and supervise Finance Office support staff in each of their roles. Coordinate completion of staff's duties during their vacation periods as necessary.

**QUALIFICATION REQUIREMENTS**

**Knowledge/Skills/Abilities:**

- This position requires a disciplined, self-motivated individual who is careful and has a high degree of comfort with structure. The Controller must also possess leadership skills and a drive to build teamwork among all staff. Must be friendly and courteous. Must be able to interact with others, including Academy staff, parents, and cadets/students. Must be willing to take on new responsibilities as necessary and work as a team member while maintaining the ability to make decisions independently. Excellent analytical skills are required. Must understand and be able to use somewhat complex financial applications. Must have 10-key experience. Must also have excellent oral and written communication skills.

**Education/Experience:**

- Must have a Bachelor's Degree in Accounting and a minimum of five years of applicable accounting experience. Experience in not-for-profit accounting is desirable. Must have experience with general ledger accounts, account reconciliation and analysis, and bank reconciliations, as well as knowledge in the areas of accounts receivable and accounts payable. Must be computer literate- Microsoft Word and Excel experience necessary.

**Certificates, Licenses, Registrations:**

- CPA candidate preferred.