

CONTROLLER
Job Description

SCHEDULE: 12-month administrative support position

Cheshire Academy is seeking an experienced financial controller to provide a high level of financial support in our Business Office

Reporting to the Chief Financial Officer, the Controller will be responsible for providing oversight of all finance, accounting and reporting activities. The Controller will have functional responsibility over accounting and general ledger, and payroll.

DUTIES AND RESPONSIBILITIES:

- Oversees the Academy's internal control structure as it relates to the policies, procedures and documentation of all accounting and financial reporting activities. Analyze data and make recommendations to CFO.
- Manage general ledger accuracy, cash flow projections and the full calendar of accounting-related activities. Responsible for all cash receipts from all sources posted to the General Ledger including cash, checks, incoming wires, ACH deposits, credit card deposits on a daily basis.
- Responsible for the financial analysis and documentation in support of the monthly financial statements, statement of activities, annual budgets and budget adjustments with strategic financial planning projections.
- Assist the CFO in the preparation and monitoring of departmental budgets and forecasts. Generate monthly budget reports and communicate with key budget managers. Facilitate a timely monthly close, review and prepare financial reports ensuring budget variances are properly investigated.
- Analyze and prepare monthly bank reconciliations for Operating Account, Payroll Account and Wire Account.
- Analyze and reconcile credit card payments and deposits with monthly statements, including credit card sales and deposits from the School Store/Bank. Prepares journal entries for cash receipts associated with student billing, investment entries, and School Store reconciliation.
- Investigates potential areas for cost savings and makes recommendations to the CFO.
- Supervises AR/AP Specialist and reviews all of reconciliations.
- Analyzes General Ledger accounts for end of fiscal year audit. Records adjusting journal entries. Works with Auditors in preparing Financial Statements and Tax Return.
- Responsible for oversight of all aspects of onboarding new employees, including background checks.
- Issues all pertinent forms to new employees for completion, including Federal Form W-4, CT Form W-4, Federal Form I-9, Direct Deposit Form, Life Insurance, Health Insurance & TIAA enrollment forms.

- Prepare fiscal year-end financial statements in accordance with all accounting rules and regulations and oversee the audit process, working closely with the school's independent auditing firm, including preparation of audit worksheets and files at the request of the auditors.
- Responsible for maintaining appropriate HR documentation and employee personnel files to meet Federal and state laws. Administers benefits in coordination with HR Director.
- Prepares and transmits monthly and weekly payrolls. Records payroll journal entries in General Ledger.
- Oversees Employee and Employer 403(b) contributions per employee based on annual salary. Verifies contributions on website and transmits payment per pay period.
- Oversee annual 403(b) audit by preparing and providing auditors with all information required.
- Analyze and reconcile investment accounts on a quarterly basis and ensure all investment income, realized and unrealized gains and losses are accounted for properly.
- Oversee and analyze the endowment portfolio on a quarterly basis to ensure all endowment funds are properly accounted for and donor restrictions are adhered to.
- Analyze, reconcile and record all development transactions for pledges, contributions and other types of giving on a monthly basis to the general ledger.
- Manages reconciliation of Annual Fund – Unrestricted, Endowment, and Restricted Income accounts.

OTHER DUTIES:

- Prepares and submits quarterly Sales Tax Returns.
- Prints checks and distributes Petty Cash for meal money and weekend money. Has signature authority on all checks.
- In the event of the absence of the CFO, liaises directly with the Head of School on urgent business matters.
- Work collaboratively and effectively with all members of the community to improved accounting practices and procedures throughout the Academy.
- Other duties as assigned by CFO.

SKILLS AND ABILITIES:

- Excellent interpersonal skills; ability to collaborate widely with various constituencies throughout the School's community including students, faculty, staff, parents and trustee members.
- Strong systems and strategic thinking capabilities; identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Superior written and oral communication skills
- Ability to display the highest level of moral and ethical conduct.
- Meticulous attention to detail; continually looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.

- Ability to prioritize and plan work activities, uses time efficiently and develops realistic action plans; ability to multi-task and handle multiple projects, work quickly and with accuracy while maintaining composure and flexibility.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting or related field and five years of related experience.
- Prior experience at independent schools, preferably boarding schools.
- Proficiency in Microsoft Office.