



St. Anne's-Belfield School (VA) is looking to hire a new Controller. For more than 100 years St. Anne's-Belfield School has provided students with a multi-dimensional education experience that encourages them to grow into compassionate, engaged citizens. Each of our students are known well, supported in their unique interests and initiatives, and counted as valued members of a diverse community.



Big Back Pack is assisting St. Anne's-Belfield School (VA) in their national search for a new Controller. **Email Steve Mandell at steve@bigbackpack.org for more information.**

As an inclusive community, St. Anne's-Belfield School is an Equal Opportunity Employer. St. Anne's-Belfield School does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin in the administration of its educational, admission, financial aid program, employment policies, or any other programs administered by the School.

The Opportunity

St. Anne's-Belfield School seeks an innovative, experienced, and highly engaged individual to serve as the Controller who reports directly to the Chief Financial Officer (CFO) and manages an accounting team.

The School

Founded in 1910, St. Anne's-Belfield has an established reputation as the best-in-class independent day and boarding school in Charlottesville, Va. Our 850+ students are the center of our every decision, as we strive to support the whole learner — body, heart, mind, soul — so that they may become exemplary citizens and visionary leaders. Serving girls and boys age 2 to grade 12, our community of teachers, coaches, and staff continually improve their own knowledge and apply new skills in and out of the classroom. And we can't imagine a better place for out-of-the-classroom enrichment than our two beautiful campuses with their wide-open spaces. Charlottesville has been named among the top 5 happiest cities in the U.S. by "The Today Show" and "National Geographic."

Partial Sampling of Job Responsibilities

As the Controller, you are responsible for effectively controlling the flow of cash through the organization and maintaining the integrity of funds, securities, and other valuable documents in accordance with cash management policies and accounting procedures. This includes, but is not limited to:

- Ensuring the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll recording, fixed asset records, general ledger, in accordance with best practices for GAAP reporting in an independent school.
- Analyzing, overseeing, managing budgeting processes and reporting expense budget components such as wage and salaries, fringe benefit programs, departmental expenses, operational expenses, and capital projects.
- Interfacing with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies.
- Monitoring daily cash needs of the School and initiating fund transfers as needed.
- Establishing procedures, accounting processes, and reporting disciplines to reconcile all general ledger gift records with the Development Office and ensure consistency and timeliness in reporting of incoming pledges and new gifts.
- Developing, producing, improving, managing, and overseeing monthly production of a financial reporting package in accordance with operational needs, financial reporting requirements, and GAAP.
- Maintaining knowledge of accounting issues that impact the audit and ensuring the school is adequately prepared and the business department head sufficiently briefed on issues.
- Recording sales and dispositions of fixed assets.
- Supervision and management of accounting department staff.
- Resolve any reporting issues with the IRS and other Federal and State regulatory agencies.
- Other duties as assigned at the discretion of the Chief Financial Officer (CFO).

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



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