



Saint Andrew's School of Boca Raton, Florida is looking for a new Controller as part of their dynamic finance office. The School has retained **Big Back Pack** to lead a national search for this position. For more information, contact Steve Mandell at steve@bigbackpack.org.



Summary: Working with the Chief Financial Officer and other senior administration, maintains the financial integrity of the School. Coordinates all financial operations including accounting and reporting. Monitors and maintains systems of internal control and safeguards the School's assets. Provides, both internally and externally, reports of financials. Promotes a service-oriented operation while exercising prudent fiscal judgment.

Essential Duties and Responsibilities include the following (other duties may be assigned at any time at the discretion of the employee's supervisor):

- **Supervision of accounts payable, accounts receivable, cash receipts, payroll (including pension payments), and investment and endowment reporting.**
Analyzes, recommends and implements appropriate policies under the direction of the Chief Financial Officer.
- **Preparation and review of various general ledger entries.**
- **Preparation of monthly financial reports**, including standard operating budget versus actual results for department heads and senior administration. Monitors departments' budget performance and provides forecasts of year-end performance.
- **Prepares and aggregates annual budget proposals** from submissions across all units for the Chief Financial Officer. Leads review and trend analysis of all cost centers to ensure appropriate allocation, management and maximization of School's resources in support of the school experience. Participation in discussion with department heads, approval by senior administration, and as needed the Board of Trustees.
- Serves as key resource for Chief Financial Officer assisting with:
 - **Periodic reporting** to the Board of Trustees, governmental agencies, creditors, senior administration and others.
 - **School's Audit Committee**, coordinating meetings, drafting agendas and meeting materials.
 - **School's 10 Year financial model**, ensuring accurate and timely updates to meet the needs of the Finance Committee and senior administration.
 - **School's Insurance plan**, preparing and updating required documentation for insurance renewals.
- **Cash management.** Coordinates and oversees all aspects of cash accounting and reporting, including weekly and biweekly disbursement needs and short- and

long-term cash flow management endowment drawdowns as coordinated with the Chief Financial Officer.

- **Primary liaison with the School's auditors.**
Plans and oversees all annual financial audits (financial and 403(b) plan). Keeps current on reporting changes of the Financial Accounting Standards Board (FASB). Informs senior administration of pronouncements that may have a material effect upon the School so that policies may be revised where necessary.
Oversees the accurate and timely completion and filing of the School's 5500, 990 and 990T.
- **Internal control systems:** Maintains effective controls over financial data. Oversees the property, plant and equipment records and control over disposals and transfers.
- **Restricted gifts and endowment income oversight:** Supervises the accounting for restricted gifts, split-interest agreements, pledges receivable and endowment valuations, ensuring funds are utilized in accordance with donor directives and maintains the integrity of funds.
- **Retirement Plan Committee:** Participate in the School's Retirement Plan Committee.
- **Other duties as may be assigned** at the discretion of the Chief Financial Officer

Supervisory Responsibilities: Provides direct supervision to the Assistant Controller, Director of Purchasing, Director of Scots Corner, and general supervision to the rest of the accounting staff (Staff Accountant, Student Billing/Payroll Coordinator, Account Payable Clerk and Mail Coordinator).

Qualification Requirements: Four-year degree in Accounting. Certified Public Accountant (CPA) Preferred. MBA preferred. Knowledge of endowments, gift reporting and complicated investments.

Other Skills:

- Ability to solve a wide range of problems.
- Ability to analyze and organize financial data.
- Excellent oral and written communication skills.
- Knowledge of financial/business analysis techniques.
- Knowledge of various software applications including Google Suite, Microsoft Products, Raiser's Edge and Blackbaud.
- Skill in budget preparation and fiscal management.
- Ability to utilize and implement technology for accounting processes and data analysis.
- Ability to use independent judgment and to manage and impart information to a range of people.
- Skill in building a team
- Ability to manage multiple deadlines and projects simultaneously

- Ability to develop and deliver presentations. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus
- Must be able to climb stairs and be capable of using visual display keyboard with continuous wrist movement on a keyboard
- Must occasionally lift and/or move up to 25 pounds

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Typical of a normal office, some exposure to outdoor elements resulting from movement between physical locations.

Other:

Exercises some independent judgment and resourcefulness in performing administrative tasks and data entry, frequently without instruction and in laying out work procedures and devising work methods; may make routine decisions requiring independent action and discretion in procedural problems in accordance with established policies and procedures.

Occasional work outside of normally-scheduled working hours is required. Some weekend work may be required for significant School events and deadlines.

To Apply

Interested and qualified candidates should submit electronically in one email and as **separate PDF documents** the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé

- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).
Must include past employers that are immediate supervisors.



All materials should be sent via email to:

Steve Mandell, M.Ed.

Founder and Managing Director

steve@bigbackpack.org

843.830.1658