



JOB DESCRIPTION

Job Title: Controller

Campus: Upper School

Reports to: Chief Financial Officer

Status: Full-time

Job Summary

The Controller is responsible for directing, overseeing, continually revising/updating and enforcing general accounting and Business Office operations, policies and procedures for management and implementation of general accounting operations, policies, and procedures for Norfolk Christian Schools (NCS).

All members of Executive Team/Directors/Administrators carry the following responsibilities:

- Possess and model a growing relationship with Jesus Christ
- Demonstrate trustworthy commitment to NCS and fulfilling its Mission and Vision
- Drive professional and personal growth
- Serve wholeheartedly as an exceptional teammate
- Demonstrate a commitment to a loving forthrightness and honesty in addressing all areas of conflict or disagreement

Responsibilities

- Participate in Executive Team meetings and other meetings, as needed. Represent Business Office, but also align Business Office with NCS's strategic direction and fully support other departments.
- Create, continually refine and execute the vision for Accounting/Business Office.
- Perform and/or direct the Accounting and Business activities and procedures.
- Supervise the Business Office staff.
- Coordinate audits and tax filings.
- Advise CFO/HOS on issues of fiscal procedures and importance to NCS.
- Oversee and perform the billing and collections process.
- Provide written performance evaluations of the Business Office team.
- Oversee the annual planning and budgeting for the Business Office Department in accordance with policies and procedures.
- Support NCS mission, vision, and end goals as set forth by the Board of Trustees.
- Lead the day-to-day operations of the Business Office using effective planning, interpersonal, and project management skills.

- Complete key strategic plan goals outlined and assigned in the current NCS Strategic Plan.
- Engage in professional development opportunities to remain current on trends related to finance and accounting.
- Ensure that all general accounting functions are performed and recorded in an accurate and timely manner.
- Manage and oversee the general ledger, including balance sheet management.
- Lead and coordinate the accounting systems and the donor/student/family databases - coordinating the Business Office, Advancement Office and the Enrollment Office and keep accurate giving, use and contact records. Ensure accurate and timely reconciliations between systems and areas. Oversee billing, collection and follow up in the Business Office.
- Ensure giving, receivable and campaign reports are up to date and accurate.
- Oversee and reconcile the booking of payroll into accounting system.
- Prepare or oversee preparation and distribute month end reporting to department heads.
- Manage purchase order process and tracking system including adherence with the Purchase Order process.
- Manage payables and credit card approval process and tracking system including adherence with the payable and credit card processes.
- Review, (prepare), and approve all reconciliations - bank statements and balance sheet monthly and year end. Create other financial reports as needed.
- Ensure all tax reporting and filings are timely, complete and accurate.
- Coordinate annual audit/tax processes.
- Prepare reports, analysis, spreadsheets and other projects as requested by the Head of School or CFO.
- Assist CFO with budget preparation and review.
- Lead and/or assist in all necessary processing and Business Office duties as are necessary enrollment, billing, collecting, reconciling and closing.
- Perform related duties as assigned. Develop, refine, codify and enforce accounting policy and procedures. Coordinate with the Director of Safety and Security for overall policy, procedure and compliance completeness and consistency of documentation within NCS Safety & Security Department

Qualifications

- Bachelor's Degree required.
- At least 5 years of recent experience in Non-Profit organization in the role of Business Office or Accounting Department Management, with specific experience in Fund Accounting
- Exceptional interpersonal, verbal, and written skills. Ability to skillfully manage uncomfortable, difficult and/or stressful situations.
- Highly relational with students, parents, and staff, a community builder.
- Highly organized with an ability to manage a range of projects and to execute multiple projects concurrently.
- Ability to think critically, work collaboratively, respect confidentiality, and use data to make informed decisions in the best interest of the school.
- Proficient in Microsoft Office and applicable software programs, including Blackbaud Financial Edge or other related accounting software.