Tallulah Falls School seeks controller

Tallulah Falls School seeks a controller. The controller is responsible for the management and integrity of the school's financial records by managing and monitoring the day-to-day finance and accounting operations and ensuring strong internal controls and effective transaction processing routines.

The controller supervises the accounting and auditing functions while coordinating and assisting in the preparation of monthly financial reports and variance analyses and assists in developing budgets, operational projections, and multi-year forecasts, in addition to other special reports that may be needed.

This supervisory position requires heavy interaction with school employees, parents, and students and reports to the Chief Financial Officer.

Preferred Education and Experience
- Bachelor's degree in accounting, finance, or business administration (MBA preferred).
- CPA license preferred.
- Five to ten years accounting experience (independent school or higher education experience preferred).
- Managerial experience and experience in a similar role.

Primary Responsibilities
- Supervise general accounting operations, including overseeing tuition billing and collections, general ledger, cash receipts, accounts payable, and payroll and investments, ensuring timely closure and reconciliation of accounts and accurate and timely financial information.
- Prepare routine financial statements with variance analysis.
- Assist the CFO in preparing and monitoring departmental budgets and forecasts and work with other administrators and department heads concerning budget performance.
- Take lead position on preparing schedules and work papers for annual audits and tax returns.
- Produce accurate and timely financial information and reporting, including financial statements, cash and variance analysis, and budget reports on a monthly basis.
- Serve as System Administrator for QuickBooks and FACTS Management Software, including system maintenance, security, data import/export, report development, and monthly processing.

- Supervise student billing operations, including re-enrollment contracts, tuition billing, financial aid processing, and statement generation and review.
- Assist school families with student billing matters, such as custom payment plans and collections.
- Supervise general accounting, department purchase order process, and accounts payable operations.
- Supervise payroll processing, benefit administration, and other human resource matters.
- Coordinate external audit and tax work activities, including annual financial audit, 403(b) retirement plan audit, and preparation of data for the annual IRS Form 990, IRS Form 5500, and state income tax returns.
- Prepare all annual surveys and compliance reports for various school industry organizations as well as other internal and external requests.
- Work closely with the Advancement Office to ensure all gifts are properly recorded and assist in preparing annual stewardship reports.
- Communicate accounting policies to employees to ensure compliance with such policies.
- Actively stay current on new accounting regulations and relevant non-profit issues.
- Provide support to CFO in preparation for Head of School, Finance Committee, or Board of Trustees meetings.
- Actively seek ways to suggest improvements to Business Office functions and improve service levels to all school constituents.
- Other miscellaneous tasks may be assigned in support of the CFO.

Application should be made by letter and resume to Vice President, Business Operations Mark Rasmussen at mark.rasmussen@tallulahfalls.org.