



## Controller

### School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### Position Summary

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is currently seeking a full-time Controller who is responsible for all aspects of the school's financial and accounting systems. The Controller is responsible for promoting clear communication and decision-making through accurate and timely financial reporting to a variety of stakeholders including the Head of School, Chief Finance and Operations Officer, members of the Board of Trustees, and senior school administrators.

### Position Description

The Controller reports to the Chief Finance and Operations Officer and works with the Head of School, designated trustees, administrators, faculty, staff, families, students, and vendors. The Controller is responsible for coordinating and preparing monthly financial reports such as statements of activities, statements of financial position, statements of cash flows, and analyses of historical and projected income and expenses, in addition to other special reports that may be needed. This position supervises the accounting, purchasing, accounts payable, accounts receivable, endowment management, and billing operations, and oversees audits.

The Controller will think critically, is detail oriented, and will strategically focus on the utilization of the school's financial resources. The position communicates relevant financial information to stakeholders clearly, accurately, and enthusiastically. The Controller is also responsible for recommending and administering all accounting policies and procedures, ensuring that strong internal controls and effective transaction processing routines protect the assets of the school and result in meaningful, timely and accurate financial reporting.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Essential Responsibilities**

- Recommend, oversee, and implement financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate and timely financial reporting in partnership with the CFOO.
- Work with the Director of Development and their staff to ensure accurate and timely recording of gifts and reconciliation of detailed reports to the general ledger. Monitor and track use of funds assuring donor compliance.
- Proactively make recommendations to update the school's accounting, financial reporting, and internal controls policies and procedures to reflect current FASB and GAAP guidelines, to see continuous improvement, and to achieve government and regulatory compliance.
- Oversee business functions, including: tuition billing and collection, accounts payable, payroll, accounting and reporting, regulatory reporting and compliance, and other business administration activities and duties consistent with the role of Controller.
- Provide timely financial reports to the Leadership Team and the Board, including monthly financial reports by the 15th of each month.
- Monitor cash positions and reconcile bank accounts on a monthly basis.
- Assist the CFOO with the preparation of the annual budget to align with the school's goals and mission and maintain account records related to the school's budget.
- Be responsible for and be the primary leader in the annual financial audit and any other audits by outside authorities.
- Ensure federal, state, and local tax returns are prepared and filed in a timely manner.
- Support the Leadership Team in developing school strategy, providing recommendations, financial analysis, projections, and other data as applicable.
- Collaborate with and assist the CFOO, Head of School, and Trustees in meeting fiduciary responsibilities.

- Oversee payroll processes, including timely submission of all payroll-related items such as semi-monthly 403(b) contributions and annual reporting requirements.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumnae/i, parents, and students in the conduct of the school's business.

### **Other Responsibilities**

- Other duties as assigned

### **Qualifications**

- 5 to 10+ years of nonprofit accounting experience required. Preference will be given to candidates with independent school or higher education experience
- Bachelor's degree in accounting or related field
- Advanced degree/CPA preferred
- Strong proficiency with Excel, G-Suite, and other computerized accounting systems is required. Experience with Blackbaud Financial Edge and Raiser's Edge preferred
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Valid California driver's license with a clean driving record

### **Competencies**

- Supervisory skills with the ability to lead and motivate a team
- Knowledge of nonprofit accounting with an emphasis on fund accounting
- Ability to carry out duties and responsibilities confidentially and in an accurate and timely manner with a high degree of autonomy, personal initiative and ownership, and minimal direction
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Great attention to detail
- Able to work well under time pressure and meet tight deadlines
- Strong decision-making, communication, and problem-solving skills
- Understanding of the dynamics of a school community
- Ability to assess and respond to the needs of the school and act as a representative of the school

- Commitment to professional growth and education
- Ability to function well under stress

### **Supervisory Responsibilities (if any)**

- Responsible for supervising student billing manager and AP/payroll coordinator

### **Working Conditions and Compensation**

- Ability to be physically active in order to access by foot or mobile cart any and all areas of campus and to attend meetings and other job-related gatherings
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 20 lbs.
- Additional time may be required beyond a normal day or week for evening and weekend meetings or work
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$90,000–\$120,000 depending on experience

### **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

### **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: [santacatalina.org/employment](http://santacatalina.org/employment). Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact [employment@santacatalina.org](mailto:employment@santacatalina.org).