

Controller

Sacramento Country Day School, the leading independent school in Sacramento and throughout the region, is seeking a Controller for the next fiscal year (no later than July 1, 2019). Serving 485 students in pre-kindergarten through twelfth grade, Country Day's mission "inspires intellectual discovery and engages a diverse community to think critically, live creatively, and act compassionately".

Reporting to the Chief Financial Officer, the Controller is responsible for maintaining accurate accounting records and performing accounting procedures in accordance with standard accounting rules and regulations for all the of the school's financial activity.

Essential Duties and Responsibilities

- Maintains accurate records and books for all school funds including operating, endowment, student body, and plant.
- Keeps an accurate continuous record of cash receipts and financial position of the school. Prepares daily deposits and enters them into the general ledger.
- Prepares and uploads billing records of the school's accounts receivable into the financial software.
- Assists the CFO with the preparation of financial statements including the monthly balance sheet, income statement, enrollment report, campaign pledge receipts, and investment holdings.
- Assists the CFO with the preparation of the school's operating budget.
- Oversees the tuition refund insurance program.
- Prepares the financial schedules for the annual audit and tax returns.
- Reconciles bank accounts for investments, payroll, operating, and student body.
- Prepares required regulatory reports periodically such as property taxes.
- Processes enrollment contracts including follow up on missing information and works closely with Admissions on various matters.
- Reconciles gift accounting.
- Processes accounts payable checks when necessary.

- Reconciles tuition revenue and tuition assistance monthly through the financial software.
- Provides customer service support to parents and internal employees with financial matters.
- Other duties may be assigned.

Job Requirements, Qualifications and Experience

- Must have knowledge of full cycle accounting.
- Must have strong knowledge of accounting software systems and be well versed in Microsoft. Experience with Blackbaud and Smart Tuition software products preferred but not required.
- Excellent verbal and written communication skills.
- Ability to prioritize, organize, and manage multiple projects efficiently.
- Must have strong attention to detail.
- Must have strong mathematical skills and reasoning ability.
- Bachelor's degree in accounting or finance or related field is required.
- Minimum of five years of related experience preferably in an academic environment.

Interested candidates should send a letter of interest and resume to Bill Petchauer, Chief Financial Officer, at bpetchauer@saccds.org.