

Controller

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over a thousand students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Controller with responsibilities in the Business Office to begin immediately. This professional, exempt position is year-round and reports to the Chief Financial Officer. In addition to other benefits, vacation of four weeks is provided outside of the months of July and August and is to be scheduled with the Chief Financial Officer.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree in accounting or business, and an active CPA status is preferred
- Minimum of five to seven years of experience in nonprofit accounting including mentoring and developing staff, ideally in an independent school or higher education setting
- Strong organization, interpersonal, and written and verbal communication skills
- Experience with payroll, benefits, accounts payable, billing, accounts receivable, receipts processing, budgeting and human resources in the nonprofit or private education sector
- Experience with 403(b) retirement plan oversight and regulatory compliance
- High level of proficiency in Excel, Microsoft Word, document-merge functionality and computerized accounting systems (experience in Senior Systems, Blackbaud and ADP software beneficial)
- Strong quantitative and mathematics skills
- Friendly and supportive manner, strong work ethic, high regard for confidentiality and a commitment to exemplary ethical standards

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Coordinate the accounting operations of the school, which include correct coding and approval of transactions in order to maintain an appropriate and accurate system of accounting records
- Ensure the establishment of, communication of and adherence to a comprehensive system of controls designed to mitigate risk
- Cross-train on and provide processing oversight of Business Office functions including payroll, accounts payable, purchase orders, receipts, student billing, accounts receivable, budgeting and human resources tasks

- Review all payroll and accounts payable disbursements of the school, which includes countersigning all vendor checks of \$1,000 or more
- Create and post month-end and year-end journal entries, reconcile the general ledger to multiple bank accounts each month, and roll the accounting books for month-end and for fiscal-year-end processing
- Ensure accurate and timely financial information and reporting in compliance with generally accepted accounting principles and as required by various entities; such reporting includes all financial statements, the IRS Form 5500s, the IRS Form 990 annual return, the annual 1099, W-2 and ACA forms, all workers compensation reports, any Ohio Attorney General filings, periodic survey responses, various internal and external information requests, and other reports as directed by the CFO
- Plan and coordinate the annual financial audits of the school's financials, of the 403(b) retirement plan and of the IRS Form 990 as required; this includes preparation of the required client workpapers for such audits
- Resolve any reporting issues with the IRS and with other regulatory agencies as needed
- Stay current on new regulations in generally accepted accounting principles, relevant nonprofit accounting issues and private school industry trends and activities
- Provide the CFO with support in the hiring, training and review of Business Office staff
- Assist the CFO in key decision areas including employee benefits selection and applicability, human resource matters, computer hardware and software selection and maintenance, financial services provider selection and external auditor determination
- Assist the CFO with other Business Office tasks as necessary including support for various Board of Trustees Committee responsibilities
- Maintain personnel and financial files for the school

Physical Conditions (candidates must be able to manage the following conditions):

- A busy office environment where multitasking is the norm, where conscientious and detailed attention to the work is necessary to minimize errors and where a cooperative, flexible attitude is required
- Meeting deadlines on a routine basis and working additional hours as necessary to meet deadlines during busy periods
- Frequent Business Office staff and school community questions which require prompt and friendly responses
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic and professional credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.