



Controller

Applications Accepted Starting April 5, 2023

Application Review Starting April 19, 2023

The Controller will oversee the functions of the Business Office, including supervision of staff. The position will oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements. *Miss Hall's School is committed to diversifying its staff and faculty and encourages applicants who are committed to bringing a diversity, equity, and inclusion lens to their work.*

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross cultural dialogue and allyship to honor and celebrate our diverse community.

Responsibilities:

- Oversee all accounting functions for the School
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Manage organizational cash flow forecasting by working in partnership with the DFO; prepare cash flow projections
- Manage and track performance of invested assets, in keeping with policies and investment guidelines
- Coordinate annual audit and ensure best practices to satisfy audit requirements
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period
- Assist DFO in the annual operating budgeting and planning process; administer and compare actual results with a view to identify, explain, and correct variances as appropriate
- Support the DFO in engaging the Board of Trustees Audit and Finance committees around issues and trends in financial operating models and delivery
- Support the DFO in engaging the Board of Trustees Investment Committee around historical performance of investments and the endowment
- Supervise the Accounts Receivable/Student Banking Administrator and Accounts Payable/GL Specialist roles

Requirements

- Minimum requirement of a bachelor's degree in accounting, business administration, finance or related area. Preference given to MBA and/or CPA certification
- Significant experience working in a nonprofit or education setting
- Demonstrated interest in ongoing professional growth and skill development
- Demonstrated commitment to equity and inclusion and to serving a diverse, global community
- Commitment to the Miss Hall's School Mission and Core Values

Salary benchmarked with NAIS medians and commensurate with experience