



Controller – Full Time (12 Month) Exempt

Summary and Scope of Role

This position has primary responsibility for assisting and facilitating the work of the Marburn Academy Business Office. The duties of this position relate to managing accounts receivable, accounts payable, processing and recording payroll, and supporting the financial reporting and budgeting functions of Marburn Academy. The position also provides support to the Chief Financial Officer for the execution of duties to facilitate and forward institutional advancement. The Controller supports the goals and activities of Marburn Academy and reports directly to the Chief Financial Officer.

Responsibilities

School Culture and School Operations

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Conduct self in presence of students, parents, donors and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution guidelines
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
 - Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal boundaries in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role
- Effectively perform other duties assigned by the Head of School, Associate Head of School, and/or member of Leadership Team
- Support the school and its leadership
- Serve on school-wide and standing committees as needed

Accounts Receivable

- Manage all aspects of the accounts receivable cycle, including billing, processing payments, and collections.
- Track all receivables and provide appropriate reporting to the CFO and other departments.

Accounts Payable & General Ledger

- Manage all aspects of the Accounts Payable cycle, including purchase orders, invoice processing, check processing, credit cards, expense reimbursements, annual preparation of 1099 forms, and fiscal year-end audit procedures.
- Prepare and enter journal entries for payroll, monthly close, and other transactions.
- Assist with purchasing for departments where needed.
- Maintain accurate accounting records of all GL balances.
- Coordinate the ordering of student materials with state auxiliary funds (aka NPSS) and act as the NPSS coordinator.
- Track capital expenditures and provide appropriate supporting schedules to the CFO.
- Track school inventory for equipment, curriculum materials, etc.
- Track budgets by department and review for appropriate expenditures prior to processing invoices.

Payroll

- Perform timely and accurate payroll processing for each pay period in coordination with the Chief Human Resources Officer.
- Ensure the accuracy of all quarterly and annual tax filings, including annual W-2s.
- Submission and funding of HSA payroll contributions, 403b deferrals and employee match, employee withholding and employer share for benefits.

Financial Reporting & Audit

- Assist CFO in preparing and maintaining the annual budget.
- Assist with regular reporting to department heads regarding progress against their budgets.
- Act as a resource and support to department heads as it relates to the budget.
- Assist in preparing monthly financial statements, annual audited financial statements, annual IRS Form 990, and annual charitable filings.
- Assist CFO with stewardship, timely reporting, and financial management (including thorough understanding of audit requirements) of grant projects.
- Help ensure compliance with policies and procedures and generally accepted accounting principles.
- Maintain all records according to the school's Record Retention Policy.

Qualifications and Skills

- Alignment with Marburn's mission and core values.
- A bachelor's degree in Accounting or related field required.
- 3-5 years of related experience. Experience in a school setting a plus.
- Experience working with and connecting to a large and diverse community of people.
- Demonstrated strengths in interpersonal skills and collaboration.
- Excellent written and verbal communication skills.
- Ability to effectively use a variety of programs and software, including database programs.

Legal Requirements

- All employees of Marburn Academy must pass required criminal record checks and appropriate background checks, including proof of academic credentials.

Physical Requirement

- Ability to stand, traverse, and present for extended periods of time “two plus hours” or more
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to participate in outdoor activities of the school as needed
- Ability to move, lift and position:
 - Regularly up to 10lbs
 - Frequently up to 11lbs-30lbs
 - Occasionally over 30lbs
 - Rarely up to 50lbs with assistance as required

Hours

- Monday-Friday: 7:30am-4:30pm with the staff member to be available, as needed, after 4:30pm for meetings and events.
- Occasionally, the staff member will be required to participate in certain activities such as afternoon or evening events, or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Graduation, Curriculum Night, Gala, Marburn sponsored seminars, etc.).

QUALIFIED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME TO
HIRING@MARBURNACADEMY.ORG

Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.