



Financial Controller

Job Description

Purpose:

The financial controller (FC) is responsible for building and tracking the annual budget. In order to accomplish this primary task well, the FC ensures that proper financial policies and controls are in place, long-range and short-range financial planning is accomplished, accurate and auditable records are maintained, appropriate reports are prepared for the Finance Committee and Board of Directors to enable knowledgeable oversight, and year-to-date budgeting is monitored and periodically communicated to all administrators. The FC is responsible for managing prompt payment of bills and interactions with local business and contractors. The FC works under the Chief Business Officer to plan, implement, and monitor HR policies in order to properly care for employees as regards payroll and benefits as well as promote their long-term employment. In the many dealings within and outside the school, the FC will approach all responsibilities with Christian faith and character and a redemptive perspective. Since Westminster Academy is engaged in Kingdom work, the mission and vision of the school guide the FC in how he/she approaches those both within and outside the community.

Reports to:

Chief Business Officer (CBO)

Works closely with:

- Head of school
- Administrative team
- Finance committee
- Faculty and staff
- Parents and volunteers
- Local business and service providers
- Insurance agents and healthcare providers

Direct Reports:

Bookkeeper

Purchaser & ESA/EFS Coordinator

Qualifications:

- A bachelor's degree in accounting, finance, or a related field.
- 5-10 years of accounting experience.
- Proficiency in accounting software along with a strong understanding of financial reporting, budgeting, and forecasting.
- Proven analytical, problem-solving, leadership, and communication skills.

- Experience in a supervisory or leadership capacity.
- Preferably, a professional CPA or CMA certifications and a master's degree or MBA.

Specific Responsibilities:

1. Oversee all financial areas.
2. Act as liaison with outside auditing firm and conduct an annual financial audit.
3. Keep the CBO apprised of federal and state mandates affecting the school.
4. Formulate the school's budget based on assumptions provided by the CBO with input from the head of school and administrators.
5. Ensure timely filing of all tax documents required by law, including:
 - a. quarterly federal and state employment tax returns;
 - b. annual federal return of income;
 - c. annual federal return for the school's retirement plan;
 - d. annual state employment tax return; and
 - e. annual issuance of Forms W-2, 1099, and 1095.
6. Prepare the financial sections of the Annual Report and any other publications reporting school financial information.
7. Evaluate yearly all employee benefits and make recommendations to the CBO and head of school, and then process, manage, and administer the benefits.
8. Oversee the preparation of annual employment contracts for all employees.
9. Implement and oversee proper procedures and controls for handling of all monies throughout the school.
10. Prepare detailed reports of revenue and expenses for all school operations, gifts, fundraisers, and athletic and auxiliary operations for finance committee review, and attend Finance Committee meetings with the CBO and Head of School as necessary.
11. Produce monthly reconciliatory reports to department heads regarding their monthly expenses and YTD expenses.
12. Prepare summary reports of revenue and expenses for the school's board of directors' meetings.
13. Ensure the proper authorization and timely payment of all school obligations.
14. Manage a finance team to:
 - a. ensure the proper payment of school employees, hourly workers, and substitute teachers and make timely deposits of associated payroll taxes and voluntary deductions;
 - b. procure credit cards for approved school employees and oversee proper authorization and monthly accounting of all charges; and
 - c. maintain current (within the past five years) background checks on all employees.
15. Reconcile all school checking accounts monthly.
16. Oversee the school's retirement plan.
17. Monitor collection of tuition and fees and courteously communicate with individual families when required.
18. Serve on the tuition assistance committee and document, process, and communicate tuition assistance awards to individual families.
19. Oversee employee onboarding and ensure associated required federal and state reporting.
20. Oversee property and liability insurance coverage and present a summary of such coverage to the finance committee annually.
21. Monitor and report to the finance committee quarterly returns on all investments.