

Controller

Pingree School is a dynamic and aspirational, independent, coeducational day school on the North Shore of Boston, located on a beautiful 100-acre campus in South Hamilton, where approximately 370 students in grades 9 through 12 solve problems, build community, and learn how to learn. The Pingree community is dedicated to academic excellence and the development of high personal standards. Pingree believes that a love of learning flourishes best in a diverse community that respects truth, curiosity, creativity, humor, and independent and imaginative thinking. Committed to developing global citizens, Pingree actively seeks faculty, staff, and students of character and intelligence from diverse social, ethnic, and socioeconomic backgrounds.

The role of the Controller is an integral part of the Business Office, responsible for coordinating and preparing financial reports such as the trial balance, income statements, balance sheet and analyses of historical and projected income and expenses. In addition, this role assists with other special reports that may be needed. The Controller oversees the day-to-day accounting process which includes payroll, purchasing, accounts receivable, endowment and billing operations and coordinates the functions of audit and budgeting.

Reporting directly to the CFO, the Controller is also responsible for recommending and administering all accounting policies and procedures, insuring that strong internal controls and effective transaction processing routines protect the assets of the school and result in meaningful, timely and accurate financial reporting. This is an exempt, full-time, 12-month position.

General responsibilities include:

- Plan, coordinate and oversee the annual financial audit including the School's pension plan audit, ensuring audit completeness
- Manage annual preparation and filing of Form 990
- Prepare and monitor monthly departmental budget reports and forecasts, assist the CFO in the annual budget preparation and working with administrators and department chairs regarding budget performance
- Provide support for the CFO in preparation for Finance Committee and/or other Board-related meetings
- Membership on the Finance, Audit and Investment Committees
- Prepare annual and interim financial statements, including balance sheet, income statement and all supporting schedules and notes to the statements
- Ensure accurate and timely financial information and reporting, cash and variance analyses, all balance sheet reconciliations and major revenue and expense account analysis
- Monitor and assist accounts payable, student billing and other accounting personnel in the Business Office as needed, including conducting follow-up account receivable calls as necessary

- Manage finance functions including general ledger journal entries, payroll, accounts payable, budgeting, accounts receivable, and student billing
- Prepare, post and reconcile all investment activity and related accounting entries, and prepare all associated spreadsheets and analyses
- Prepare all periodic surveys and compliance reports for various school industry organizations (e.g. NAIS, NBOA, Commonfund, etc.), as well as other internal and external information requests for financial data
- Reconcile all cash, stock and in-kind gifts from Raiser's Edge module of the Blackbaud accounting system, working in conjunction with the Advancement Office
- Ensure accurate and appropriate coding and/or approval of all revenue, expenditure and journal transactions to their appropriate accounts, including unrestricted, temporarily restricted and permanently restricted funds
- Maintain accurate and appropriate general ledger chart of accounts
- Provide support in the hiring, training and review of accounting department staff
- Communicate accounting policies to employees and ensure compliance with such policies
- Actively stay current on new regulations in GAAP and relevant non-profit accounting issues.
- Participate on the Financial Aid Committee, review applications to determine expected family contribution, work with committee to approve financial aid awards, and interact with families to communicate financial aid awards
- Maintain financial files for the school
- Additional tasks as required by the CFO or Head of School

Qualifications include:

- Bachelor's degree in Accounting or Finance or related field (required)
- CPA or graduate degree business (preferred)
- Minimum of five to seven years' experience in a senior accounting or financial management role
- Background in not-for-profit accounting and experience with Blackbaud financial management software (preferred)
- Strong skills with spreadsheets and Google documents
- Strong interpersonal, communication, presentation, and consultative skills with all constituents in the school environment
- Outstanding organization and prioritization skills with a solid track record of meeting deadlines while managing multiple tasks
- Ability to work independently and as part of a team
- Commitment to working collegially in a diverse community
- Track record of applying sound judgment; strong decision making and problem-solving skills

Interested applicants should send a cover letter and resume as a PDF or Word document along with contact information for two professional references to Laura Ogden, Director of Human Resources and General Counsel, at logden@pingree.org.

Pingree School is proud to be an Equal Opportunity Employer. Pingree does not discriminate against applicants or employees on the basis of race, sex, pregnancy or pregnancy-related condition, color, religion, national origin, age, ancestry, sexual orientation, disability, gender identity or expression, veteran or active military status, genetics or any other category protected by state, federal or local law.