



Job Description Controller

Key Responsibilities

1. Maintain chart of accounts to support flexible and dynamic financial reporting.
2. Perform bank, credit card and balance sheet account reconciliations.
3. Manage fixed assets tracking system.
4. Prepare timely monthly financial statements for internal and external reporting.
5. Analyze financial results, including, but not limited to, budget to actual results, profit and loss activity, capital expenditures and cash flow management.
6. Work with Assistant Head of School for Business and Operations on preparation and analysis of annual budget.
7. Work with Assistant Head of School for Business and Operations on financial modeling and reforecasting throughout the year.
8. Support faculty with quarterly classroom and department budget to actual updates.
9. Manage preparation of documents and oversee requests for annual external audit.
10. Work with Development Department to reconcile contributions and track and report designated giving.
11. Prepare ad-hoc reports as needed.
12. Work with Parent Council Treasurer to ensure timely reporting and consolidation of all council activity.
13. Keep all financial plans and information confidential.

Qualifications

1. Profess a saving faith in Jesus Christ and assent to live according to St. Paul Christian Academy's Statement of Faith.
2. Bachelor's degree in Accounting required (Master's preferred) plus minimum of three years' experience in a similar role.
3. Independent school experience preferred.
4. Excellent oral and written communication skills.
5. Availability and willingness to work outside of defined schedule, as needed.

About St. Paul Christian Academy

At St. Paul, we walk with parents to establish a permanent foundation for our students so that they might flourish by pursuing academic excellence, a passion for Christ, and an ever-deepening understanding of their call to be leaders who uniquely shape the world in which they live. We form this foundation by creating a place filled with childlike wonder where children are known, loved, nurtured, and challenged to be his or her best, in no small part due to our experienced and exceptional faculty.

St. Paul students and faculty pursue academic excellence in a loving and challenging environment where children learn to work hard while at the same time maintaining the wonder of childhood. We hold high expectations for our students, and our nurturing environment helps them meet those expectations to reach their highest potential. As a result, our children are well prepared for acceptance into the most competitive college-preparatory schools in Nashville, and each year finds our graduates thriving in every way at schools such as Brentwood Academy, Harpeth Hall, and Montgomery Bell Academy.