



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced Finance and Accounting professional to serve as the **Controller**.

Reporting to the CFO, the **Controller** will be responsible for financial strategy and controllership functions, using sound fiscal management. They will oversee the day-to-day activities of the business office and develop and maintain accounting principles, practices, and procedures to ensure accurate and timely financial statements and regulatory reporting. This includes month-end close, budgeting, forecasting, cash management, annual audit preparation, insurance, and other financial activities. The Controller will be a collaborative, relationship-driven leader who engages with management, personnel, external service providers, and stakeholders for Hill-Murray School and Hill-Murray Foundation.

Key Areas of Responsibility:

Financial Management

- Oversees the preparation of Generally Accepted Accounting Principle financial statements and schedules while providing appropriate commentary on results to management and externally as required.
- Prepares journal entries, reconciliations, and analytics for various account balances.
- Ensures accurate and timely monthly, quarterly, and year-end close.
- Assists with the annual operating budget, forecast, and long-term financial plan.
- Performs cash flow management activities, including transfers and wires.
- Supervises and provides direction over cash receipt and disbursement functions including:
 - Review for accuracy and approval of purchase orders, invoices, bills, ACHs, etc.
 - Monitor receivable function and drive continuous improvement of processes.
 - Oversee tuition agreements, support receivable collection, and when appropriate collections of past due/written-off accounts including small claims.
 - Review and approve payroll preparation and administration.
 - Oversee the administration of tuition assistance programs to support the creation of accurate, verifiable data and the dissemination of relevant information to appropriate stakeholders.
- Provides for the stewardship of all contributions, including annual giving, capital campaigns, special projects, endowment campaigns, and other Foundation-related solicitations.
- Directs the preparation, coordination, and successful completion of the annual audit by an outside firm.
- Develops and implements workflow process improvements and automation of accounting work papers.
- Serves as a key resource and delivers financial analysis to other departments seeking financial information and assistance.
- Assists in developing strategic financial models to help estimate cost and predict the future impact of current decisions.
- Supervises & advises staff and performs periodic performance evaluations, sets goals, and develops training for staff as appropriate.
- Develops appropriate accounting controls, timelines, and procedures and ensures adherence.

General

- Create, project, and maintain a professional image. Be present and ready for all scheduled work hours.
- Provide excellent customer service and proactive problem resolution through appropriate and effective communication with families, students, and staff relating to inquiries.
- Special projects and other responsibilities as needed.

Qualifications and Experience:

- 7+ years of accounting and management experience preferably in the nonprofit education sector.
- Bachelor's degree in Finance or Accounting; MBA preferred.
- Advanced knowledge of accrual accounting principles, practices, and procedures.
- Advanced knowledge of general ledger software; experience with Financial Edge preferred
- Ability to solve problems in financial statement reconciliations, accounts receivable, accounts payable, and cash receipts.
- Ability to multi-task, organize work, set priorities, and meet critical deadlines.
- Strong communication skills and ability to deal effectively with a variety of employees and patrons.
- General ledger ownership and ability to analyze and evaluate financial information.

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Compensation and Benefits:

The compensation for this position is based on experience. This is a Monday - Friday, 12-month full-time, exempt 1.0 FTE position and offers complete access to Hill-Murray's Benefits package.

Application Guidelines:

For consideration, please submit your cover letter and resume as one PDF to jlewis@hill-murray.org.