



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Controller

Department: Administration

Reports to: CFO

Contract: 12 month

Job Summary: The Controller is responsible for the day-to-day accounting operations of St. Agnes Academy – St. Dominic School, including general ledger management, account reconciliations, month-end and year-end close, financial reporting, and audit preparation. The Controller works closely with the CFO and other members of the Business Office to ensure the School's financial records are accurate, timely, and maintained in accordance with appropriate accounting standards and internal controls.

This person should be highly organized, analytical, confidential, efficient, self-motivated, and able to work independently. Additionally, this person should have strong communication skills and be able to positively engage and collaborate with colleagues across the School.

Essential Duties and Responsibilities:

- Oversee day-to-day accounting activities and maintain the integrity of the general ledger.
- Manage the monthly and fiscal year-end close processes.
- Prepare and review monthly journal entries, accruals, reclassifications, and other accounting adjustments.
- Prepare and maintain monthly balance sheet account reconciliations.
- Reconcile bank, investment, payroll, prepaid, fixed asset, liability, and other general ledger accounts.
- Review accounts receivable and accounts payable activity for proper general ledger recording and reconciliation.
- Prepare monthly financial statements and supporting schedules for review by the CFO.
- Analyze budget-to-actual results and assist the CFO with financial reporting and variance analysis.
- Maintain fixed asset records and related depreciation schedules.

- Maintain prepaid expense schedules and other recurring accounting schedules.
- Assist with accounting and reconciliation of restricted gifts, endowment activity, capital projects, and other designated funds.
- Coordinate with the A/R Director and A/P & HR Coordinator to ensure transactions from subsidiary systems are accurately reflected in the general ledger.
- Research and resolve accounting discrepancies and reconciling items.
- Maintain appropriate accounting documentation and internal controls.
- Assist the CFO with cash flow reporting, budgeting, forecasting, and other financial analysis.
- Serve as a primary resource for the annual financial statement audit, including preparation of schedules, reconciliations, and supporting documentation.
- Assist with preparation of information needed for the School's annual Form 990 and other regulatory filings.
- Identify opportunities to improve accounting processes, financial controls, and reporting.
- Develop and maintain written accounting procedures.
- Provide accounting support and guidance to departments throughout the School as needed.
- Maintain confidentiality of employee, student, donor, and financial information.
- Perform other related duties as might be assigned.

The Ideal Candidate will possess the following qualities:

- Bachelor's degree in Accounting, Finance, or related field.
- Five years of progressively responsible accounting experience preferred.
- Strong knowledge of generally accepted accounting principles and financial reporting.
- Nonprofit, independent school, or educational accounting experience preferred.
- Experience with QuickBooks or similar accounting systems.
- Highly proficient with Microsoft Office, especially Excel.
- Strong general ledger, reconciliation, and financial analysis skills.
- Highly organized and detail oriented.
- Ability to independently research and resolve accounting issues.
- Ability to manage multiple priorities and meet monthly and annual reporting deadlines.
- Strong written and verbal communication skills.
- Ability to collaborate effectively with members of the Business Office and departments throughout the School.

- Ability to carry out duties and responsibilities confidentially and in an accurate and timely manner with a high degree of personal initiative, ownership, and minimal direction.
- An appreciation of and commitment to single gender education, diversity, and serving the needs of a diverse population.
- Flexible, energetic, and high integrity.

Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy-St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit – in a supportive, faith-filled environment.

St. Agnes Academy-St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.