



Controller

Employment category:	Administrator
Full/part time:	Full-time
Classification:	12-month
FLSA status:	Exempt
Supervisor:	Chief Financial and Operations Office (CFOO)

[Escuela Bilingüe Internacional \(EBI\)](#) is seeking an energetic and experienced Controller to join our educational community. The Controller is responsible for overseeing and directing the School's day-to-day accounting, budget implementation, and external financial reporting. The Controller assists the administration in ensuring the prudent use of those resources through the implementation of the approved budget and reporting on the results. The Controller serves as a member of the Business Office and an instrumental partner to the CFOO in managing the school finances and operations.

Responsibilities:

- *General Accounting* - Manage all accounting functions: responsible for the input of accurate and timely financial information into the GL and internal reports; prepare account reconciliations on a monthly basis; and maintain internal financial controls. Prepare monthly financial close and reporting (P&L, Balance Sheet, Cash Flow) and monthly spending reports and review by various constituencies. Manage and process all account payable and receivables including credit card purchase reconciliation. Maintain fixed asset depreciation schedules and endowment reporting.
- *Audit and Tax* - Act as the subject matter expert for accounting and tax rules. Serve as the lead person for the annual audit and annual tax filings, including reviewing and preparing schedules for auditors, generating the financial statements and related footnotes, and coordinating the preparation of all state and federal tax returns.

- *Budgeting and Forecasting* - Assist the CFOO in developing, maintaining, and monitoring the School's short-term budgets (operating, capital, development) and long-term financial models. Prepare monthly spending reports and budget variance analyses and review with budget owners.
- *Tuition & Payment Management, Aid and Grant Assistance* – Member of the Financial Assistance Committee. With CFOO, manage and review all incoming applications for financial assistance to the School. Manage student billing and payment/refund tracking via FACTS for tuition and extended care programs. Oversee and support Community Programs billing and payment processing. Work directly with parents as needed.
- *Treasury* – Track the School's cash flow to optimize interest income and minimize financing expenses.
- *Advancement* - Coordinates with the Advancement office for the proper accounting of fundraising and the reconciliation between fundraising and financial platforms
- *Governance* – Prepare reports for the Finance and Audit Board Committees, and other ad hoc committees as requested by the Head of School/CFOO. Be prepared to participate in the Finance and Audit Committee meetings as requested by the Head of School.
- *Other* - When applicable, work on bank loans, lines of credit, and grants. Special projects, as assigned, to meet the school's financial objective
- Perform other duties as assigned by CFOO and/or Head of School

Qualifications, Attributes and Idea Requirements for Success:

- At least five years of accounting experience; preferably with not-for-profit experience; ideally with PK-12 Independent Schools.
- Bachelor's degree in accounting, finance or business; CPA license and Master's degree strongly preferred.
- Must understand and apply GAAP and tax law.
- Extensive experience with QuickBooks, MS Excel and Google Suite. Experience using FACTS, SSS, FAST and other school technologies is a plus. Ability and willingness to learn new technologies.
- Fully vaccinated for COVID-19 by the start of employment
- A strong background in financial systems and modeling, business services, accounting principles, and computerized accounting systems.
- A track record of effective financial and business management.
- Proven financial modeling and forecasting skills.
- Knowledge and experience in setting up effective financial controls.

- Excellent organizational and analytical skills, accuracy, and attention to details. Ability to multitask, meet deadlines, and handle confidential information with the utmost discretion. Ability to independently set priorities and juggle competing priorities.
- Ability to communicate, partner and collaborate effectively with all levels of the school community – administration, faculty, staff, students, Board, alumni, and friends of the School.
- Well-developed interpersonal skills, with appreciation for superior customer service. Patient, flexible, collaborative and cooperative with all constituencies.
- Clear and articulate verbal and written communication skills.
- Strong commitment to the EBI mission and vision.
- Understanding and commitment to DEI/social justice, including anti-bias and safe identity educational practices
- Willingness to collaborate with diverse constituencies, work in a diverse team, have a growth mindset and be a leader.
- Good judgment and creative problem-solver. Has a proactive approach to improving processes and new challenges.
- Comfort with working in a fast-paced environment; ability to work outside the job description in assisting other Business Office team members when unanticipated challenges arise.
- Bilingual Spanish/English speakers are preferred but not required.

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, to employment@ebinternacional.org. Please generate all documents as one PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

EBI is an equal opportunity employer.