

Controller

OVERVIEW

Emerson School is seeking a Controller to oversee the school's day-to-day business operations - ensuring accuracy, accountability, and compliance with all applicable standards and regulations. This role manages multiple accounting functions, including payroll administration, month end, budgeting, internal controls, and preparation for annual audits and tax filings.

The Controller collaborates extensively with leadership to provide strategic financial guidance, enhance financial controls, and support Emerson's mission-driven initiatives with a high degree of stewardship. This position is also responsible for leading the team through organizational changes, ensuring adherence to evolving regulatory requirements and reporting standards, and operational enhancements.

KEY RESPONSIBILITIES

- Maintains the general ledger and the data supporting the financial statements of the School.
- Handles monthly closings, prepares and enters journal entries, and completes bank reconciliations.
- Develops budget reports and distributes to Department and Division Heads.
- Oversees short- and mid-term cash management, planning, and bank relationships.
- Acts as liaison between the School and CPA firm; overseeing, coordinating and preparing for the annual financial preparation, audit, and IRS Form 990.
- Oversees Accounts Payable and Accounts Receivable functions to ensure accuracy, proper coding, and timely reconciliations
- Prepares and reconciles Accounts Receivable and Deferred Revenue, including understanding treatment and reporting.
- Ensures proper recording of fixed assets and depreciation
- Performs bi-weekly payroll and ensures accurate reconciliation of payroll and benefit accounts to the general ledger
- Oversees payroll-related compliance, including retirement plan contributions, benefit deductions, and federal, state, and local tax filings.
- Receives all checks delivered to the School by mail or in person and deposits them remotely.
- Oversees facilitation of the 403(b) audit, Form 5500, and Workers' Compensation audit.
- Leads and facilitates various benchmarking surveys.
- Implements and monitors internal controls to ensure compliance with GAAP, donor restrictions, and School policies.
- Assists with spearheading process improvement and documentation for both daily tasks and overall workflows within the Business Office.

OTHER RESPONSIBILITIES

- Monitors and tracks donor-restricted funds to ensure they are spent in accordance with the donor's purpose.



- Partners with the Development Office regarding donation receipts.
- Prepares and reviews 1099's.
- Provides financial reports to the Director of Finance and Operations as needed.
- Collaborates with and provides assistance/training to the Business Office Associate
- Performs other duties as assigned by the Director of Finance and Operations

SKILLS

- Analytical and problem-solving skills with a proven record of sound judgment.
- Ability to work both independently and as a part of a high functioning team.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to multitask and prioritize work.
- Open, welcoming and positive interpersonal skills conducive to collaboration within a diverse and inclusive community.

REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or related field required with at least five years of accounting experience.
- Experience with not-for-profit accounting and FASB standards preferred
- Proficiency in Excel and financial reporting tools preferred.

HOW TO APPLY

Interested candidates should send a cover letter and résumé to Mariah Mallett (mmallett@emerson-school.org). Applications due by October 10. More information about Emerson is available at www.emerson-school.org.

ABOUT EMERSON SCHOOL

Emerson School is an independent Y5-8th grade school for gifted and for academically talented students located in Ann Arbor, Michigan, serving more than 325 students and employing more than 70 faculty and staff. Our mission is to provide a whole child, multiple method approach to instruction for gifted and for academically talented students. Emerson School encourages creativity, problem solving, and the development of basic skills, while providing a warm, supportive environment that promotes responsibility for oneself and others. The School is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools (NAIS).

An Equal Opportunity Employer

Emerson School is committed to equal employment opportunity and nondiscrimination in all aspects of employment, including recruitment, hiring selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. Employment-related decisions and access to programs administered under the auspices of Emerson School shall be made without regard to an applicant's or employee's race, color, national origin, ethnic origin, religion, gender, height, weight, marital status, disability, veteran status, age, sexual orientation, pregnancy (including childbirth or related medical conditions) or any other basis prohibited by federal, state or local law.