



BROOKS SCHOOL POSITION DESCRIPTION

Position Title:	Assistant Controller
Classification:	Exempt/Staff
Position Type:	Full time
Expected hours of work:	Monday through Friday 8AM-4:30PM
Benefits Eligible:	Yes
Reports To:	Director of Financial Operations/Controller
Date:	September 13, 2021

SUMMARY

Brooks School (“the School”) is searching for an experienced, detail-oriented Assistant Controller to act as a strategic partner to the Director of Financial Operations/Controller in the day-to-day financial operations of the School.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Participate fully as a member of the Business Office team with an emphasis on effective communication and collaboration in support of a culture of accuracy, productivity and continuous improvement.
- Support and assist the Director of Financial Operations/Controller in the monitoring and development of the School’s internal control structure related to the policies, procedures and documentation of all accounting and financial reporting activities.
- Perform ongoing accounting and financial reporting tasks as assigned by the Director of Financial Operations/Controller including: preparation of general journal entries; account analysis including reconciliations; and preparation of internal and external financial reports and analysis as needed.
- Perform daily gift tracking, recognition and reporting, including gifts of stock. Monthly reconciliations for all gift activity, including pledges. Reconciliation and release of

restricted funds on a monthly basis.

- Perform daily cash management procedures including executing on transfers of funds between accounts/processing wires, as well as tracking, recognition and reporting. Preparation of monthly cash reconciliations for all accounts.
- Review and approve the School's bi-weekly payrolls for both the School and auxiliary operations. In conjunction, monitor and reconcile the School's 403b plan activity on a bi-weekly basis; research and resolve issues in a timely manner. Provide support for the completion of the annual 403b plan audit.
- Provide staff support for the completion of the annual independent financial audit and the annual workers' compensation audit.
- Oversee the yearly tracking and recognition of property and equipment transactions, including the determination of conformity with capitalization criteria and the entry of the assets into the CCH Fixed Assets for depreciation calculations and reporting purposes.
- Work collaboratively and effectively with all members of the School community to improve accounting practices and procedures throughout the School's operations.
- Other tasks and duties, as assigned.

COMPETENCIES

- Demonstrated knowledge of non-profit accounting and reporting
- Advanced computer skills and thorough knowledge of software applications, in particular Microsoft Excel (e.g. pivot tables, what-if analysis within worksheet and workbooks, macros), Microsoft Word, ADP Workforce Now as well as accounting software applications; preferably Blackbaud Financial Edge
- Demonstrated knowledge and understanding of gift/contribution accounting; experience with transactional accounting related to a capital campaign is a plus
- Excellent interpersonal and communication skills; ability to effectively communicate complex financial or accounting information to non-accountants
- Excellent analytical, strategic, mathematical and quantitative skills
- Strong attention to detail and accuracy
- Strong organizational skills, ability to establish and manage multiple priorities, and ability to work under pressure while maintaining the highest professional standards
- Ability to work collaboratively with a diverse group of faculty, staff, parents and other constituents with fairness, respect, consistency and integrity
- Creative ability, a positive outlook, an excellent work ethic and a sense of humor
- Ability to travel and work evenings and weekends as necessary

EDUCATION AND BACKGROUND

- Bachelor's degree required
- Three to five years in public accounting or comparable time in private industry in accounting/finance roles at a supervisory level
- CPA preferred

SUPERVISORY RESPONSIBILITIES: This role does not have direct reports though there are supervisory tasks required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

- Must be able to travel across campus as needed
- Must be able to sit for long periods at a desk working on the computer

TRAVEL: This role requires less than five percent of travel.

EEO STATEMENT: Brooks School does not discriminate on the basis disability, race, gender, religion, sexual orientation, color or national and ethnic origin in the administration of its educational and admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.