

Position Title: Controller
Date Modified: June 2017
FLSA Classification: Exempt
Reports to: Business Manager

Description:

The controller is responsible for all aspects of the accounting function of the school including accurate maintenance of the school's accounts. The controller will also oversee the outsourced payroll function and work in conjunction with the Business Manager to administer human resources, including the administration of benefits. Ideal candidates must demonstrate an ability to think critically, problem solve and communicate clearly in a collaborative environment. The candidate must have strong interpersonal and technology skills, a collegial approach, and excellent organizational and administrative skills.

A. Essential Functions:

- Evaluate, implement where necessary and administer, in conjunction with the Business Manager, all accounting policies and procedures to ensure a strong system of internal control.
- Maintain chart of accounts.
- Manage monthly reconciliations and ensure accurate and timely month-end close, along with any required financial reporting.
- Lead annual audit, including preparation of requested schedules, analysis, and confirmations.
- Prepare, review and/or file forms and returns including Form 990 and NYS CHAR500, as well filings required for real estate purposes.
- Prepare journal entries to properly record all financial transactions including A/R, A/P, prepaids, and accruals.
- Monitor status of restricted funds and ensure compliance with donor restrictions on such gifts.
- Manage and coordinate benefit plans, including 403(b) plan, Form 5500 and W2 filings.
- Maintain payroll database and personnel files.
- Assists with the management of financial aid program.
- Perform other duties as assigned.

B. Knowledge, Abilities, and Skills Necessary:

- Bachelor's Degree in accounting or related field.
- Master's Degree achievement or progression preferred.
- CPA Preferred.
- Strong knowledge of generally accepted accounting principles (GAAP).
- Minimum of five (5) years of non-profit experience doing accounting work desired, preferably at a school.
- Demonstrate attention to accuracy, detail, and highly organized.
- Ability to prioritize, organize, and manage multiple tasks independently and complete work in a timely and accurate manner.
- Ability to maintain professionalism and exercise strict confidentiality.
- A good sense of humor is a plus.
- Advanced proficiency in Microsoft Office Excel required.
- Knowledge of Blackbaud accounting software and Paychex, preferred.

Our School: The Rudolf Steiner School, an independent nursery-12 school, and the first Waldorf School in North America, is located on Manhattan's Upper East Side. The school is committed to a healthy, embracing community that reflects the diversity of NYC. We prefer candidates with a strong interest in professional development around multi-cultural competency, and a commitment to an inclusive environment. We welcome new faculty to contribute to our vision of Waldorf education for the 21st century.

RSS is a member of the Association of Waldorf Schools of North America (AWSNA) and is accredited by both AWSNA and the New York State Association of Independent Schools (NYSAIS). RSS Inc. is a nonprofit, tax-exempt organization incorporated under the laws of N.Y. State and does not discriminate on the basis of race, creed, sex, sexual orientations, gender identity or national origin.

The school offers competitive salaries and a strong benefit plan, including full medical coverage, a retirement TIAA-CREF plan, life insurance, tuition remission, funding for professional development and a full lunch program. Salaries are commensurate with experience.

Interested individuals should submit a resume inclusive of references and cover letter to Executive Assistant, Nancy Ho-Cortes at nho-cortes@steiner.edu with the job title listed on the subject line.