



New Canaan Country School

CONTROLLER

New Canaan, CT

New Canaan Country School, a Pre-K through Grade 9 co-ed, independent day school, currently serves 555 students from diverse backgrounds living in 21 different surrounding towns/cities in Connecticut and New York. Our mission is to create an active, joyful learning environment where children are challenged to think deeply, question confidently, and act generously so that they may lead lives of impact and purpose. We believe that childhood is in itself an integral part of life to be lived fully and happily. Our talented and devoted faculty engages our students in developmentally appropriate ways, delivering a challenging curriculum that builds intellectual skills and fosters creative and critical thinking.

Founded in 1916, the School has been a preeminent leader in early childhood, elementary and middle school education for more than 100 years.

START DATE: July 1, 2024



ABOUT THE POSITION:

The Controller is an integral part of the Business Office. Reporting to the Chief Financial and Operations Officer (CFOO), the Controller oversees all daily financial activity of the School and plays a key role in ensuring the financial health and sustainability of the School adhering to the highest ethical standards. The Controller leads the Accounting Team ensuring the accuracy of the general ledger, the robustness of financial information and insightful analysis of School operations to guide the CFOO, Head of School and Board of Trustees for informed decision making. Basic responsibility lies in the development, communication, and coordination of a sound overall business environment conducive to the educational objectives of the School, as a partner to the CFOO. Additionally, this position is responsible for the administration and oversight of payroll, onboarding of new employees and benefits processing, as well as compliance and risk management.

KEY RESPONSIBILITIES:

Financial Management and Oversight

- Direct and coordinate all financial operations including accounting, compliance, and reporting. Working with the CFOO, Head of School and Leadership Team, maintain the School's financial integrity.
- Monitor and maintain systems of internal control and safeguard the School's assets; provide both internal and external reports of operations; promote a service-oriented operation while exercising prudent fiscal judgment.
- Review and approve all financial reconciliations prepared by the Business Office ensuring they meet established standards of accuracy and completeness.
- Support the CFOO in development of the annual budget.

Financial Reporting and Analysis

- Regularly prepare and present comprehensive financial statements, budgets, and forecasts to the CFOO and relevant stakeholders. Provide variance analysis and recommendations for corrective actions.
- Generate timely financial reports (monthly, quarterly, and annual) including detailed analysis and reconciliations, as needed.
- Oversee and review the preparation of cash flow reports and projections and monitors cash balances. Work closely with the CFOO to manage cash flow with the goal of optimizing working capital.
- Prepare reports for the Board of Trustees and its Committees, ensuring transparency and accountability.
- Coordinate with the Office of Institutional Research to complete and submit annual surveys.
- Facilitate financial data integration and reporting coherence across various departments including Admissions and Advancement.



Team Leadership and Policy Development

- Lead, mentor, and oversee two accounting professionals, and ensure efficient operations of accounts payable, receivables, payroll, cash management, endowment, fixed assets reporting and overall general ledger transactions.
- Review, recommend, and implement financial policies and procedures that enhance efficiency and compliance.

Audit, Tax and Risk Management

- Plan, oversee, and facilitate the School's annual audits and tax filings including:
 - Schedules for all audits including the annual financial statements and 990s.
 - Pension reporting and compliance (Form 5500, plan updates and amendments, etc.).
- Keep current on reporting changes of the Financial Accounting Standards Board (FASB). Provide information, as required, of pronouncements that may have a material effect on the School, so that policies may be revised where necessary as per current best practices.
- Serve as main contact for insurance matters and oversees annual renewals.

Additional Duties

- Manage banking relationships and investment managers with administrative needs.
- Participate in the administration of human resource tasks as part of the Business Office.
- Perform other duties and responsibilities assigned.

REQUIREMENTS:

- Minimum 5 years of progressive experience in the management of accounting operations sufficient to successfully perform the essential duties of the job.
- A bachelor's degree in finance, accounting, or a related field; CPA or MBA is preferred.
- Experience within an educational or similar non-profit environment is preferred.

COMPETENCIES:

- Thorough knowledge of accounting principles and procedures.
- Proficient with financial management software, Microsoft Office, including strong and demonstrated skills in spreadsheet-based financial analysis and web-based payroll systems is required; familiarity with Blackbaud and Paylocity is a plus.
- Strong leadership skills with a proven track record of managing and motivating teams.
- Ability to work independently, analyze business data, and arrive at sound recommendations.
- Able to learn and assess the current processes and recommend best practices to streamline Business Office and School procedures.
- Strong interpersonal skills to effectively communicate with faculty, staff, parents, Board of Trustees, and School community members.
- Excellent organizational, analytical, and strategic thinking abilities.
- Detail-oriented, organized, and willing to take initiative.

HOW TO APPLY

New Canaan Country School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Chief Financial and Operations Officer Anne Marie Schettini-Lynch), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com.

