



Tallulah Falls School seeks controller

Tallulah Falls School seeks a Controller. The Controller is responsible for the management and integrity of the school's financial records by managing and monitoring the day-to-day finance and accounting operations and ensuring strong internal controls and effective transaction processing routines.

The Controller supervises the accounting and auditing functions while assisting in developing budgets and variance analyses, operational projections, and multi-year forecasts, in addition to other special reports that may be needed.

This supervisory position requires heavy interaction with school employees, parents, and vendors and reports to the Chief Financial Officer.

Education and Experience

- Bachelor's degree in accounting, finance, or business administration required
- MBA or CPA license preferred.
- Five to ten years accounting experience; independent school experience a plus.
- Managerial experience and experience in a similar role.

Primary Responsibilities

- Supervise accounting operations, including overseeing general ledger, tuition billing and collections, cash receipts, accounts payable, and investments. Ensure timely closure and reconciliation of accounts and accurate and timely financial information on a monthly basis.
- Assist the CFO in preparing and monitoring departmental budgets and forecasts and work with other administrators and department heads concerning budget performance.
- Take lead position on preparing schedules and work papers for annual audits and tax returns.
- Serve as System Administrator for QuickBooks and FACTS Management Software, including system maintenance, security, data import/export, report development, and monthly processing.
- Supervise student billing operations, including re-enrollment contracts, tuition billing, financial aid processing, and statement generation and review. Assist school families with student billing matters, such as custom payment plans and collections.
- Supervise general accounting, department purchase order process, and accounts payable operations.



- Prepare all annual surveys and compliance reports for various school industry organizations as well as other internal and external requests.
- Work closely with the Advancement Office to ensure all gifts are properly recorded and assist in preparing annual stewardship reports.
- Communicate accounting policies to employees to ensure compliance with such policies.
- Actively stay current on new accounting regulations and relevant non-profit issues.
- Provide support to CFO in preparation for Head of School, Finance Committee, or Board of Trustees meetings.
- Actively seek ways to suggest improvements to Business Office functions and improve service levels to all school constituents.
- Other miscellaneous tasks may be assigned in support of the CFO.

Application should be made by letter and resume to Chief Financial Officer Ric Anderson at ric.anderson@tallulahfalls.org.

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo a state and federal background check and testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.