



## Saint Louis Abbey and Saint Louis Priory School

### Job Description

<b>Position Title:</b>	<b>Controller</b>
<b>Department:</b>	Business Office
<b>Reports to:</b>	CFO / Assistant Head of School for Finance & Facilities
<b>Internal Classification:</b>	Full-Time; 12-month working schedule
<b>FLSA Status:</b>	Exempt
<b>Revision Date:</b>	June 2020

**Purpose:** The role of the Controller is an integral part of the Business Office responsible for duties related to recording monthly journal entries, reconciling bank statements and accounts to the general ledger, preparing schedules for the annual audit, and assisting the CFO/Assistant Head of School for Finance & Facilities with preparation of monthly financial reports, and preparation of budgets.

*The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

#### **Essential Duties and Responsibilities - General**

- Supports the mission of the Abbey of Saint Mary and Saint Louis / Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, and colleagues as a member of a faith community in a positive manner.
- Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the Abbey and School as well as all applicable federal, state, and local regulations.
- Assist with documentation of Business Office policies and procedures.
- Processes all 1099 reporting according to IRS regulations.
- Maintain Fixed Asset list on an annual basis. This includes creating, documenting and following a process to identify and write off assets at the time of disposal and working with various

departments to help identify assets that have disposed of, sold, or are no longer in use for removal from the list.

- Manages Record Retention for the Business Office using a published retention schedule and shreds obsolete documents on a regular basis.
- Works in partnership with the CFO to become familiar with all bank reporting, transaction approvals, for cross-training purposes.
- Remains cross-trained in payroll processing to serve as secondary processor in absence of the Director of Human Resources.

#### **Essential Duties and Responsibilities – General Ledger**

- Reconciles all bank statements and monthly reports.
- Reconciles accounts for monthly and annual closing.
- Records Endowment activity in the general ledger.
- Records month-end journal entries in the general ledger.
- Prepares month-end closing and month-end financial reports.
- Prepares and distributes departmental performance reports and monitors monthly budget variances, following up with appropriate personnel.
- Enters annual budget details in the accounting software.
- Preparation of schedules, reconciliations and work papers for annual audit.
- Maintain permanent files for all audit schedules.

#### **Skills, Competencies and Mindsets**

- Requires excellent client service skills and ability to interact with both monastery and school divisions and departments.
- Requires ability to anticipate needs, identify areas for continuous improvement and be able to articulate suggestions for efficiency by working closely with the CFO/Assistant Head of School for Finance & Facilities and other Business Office personnel.
- Demonstrated ability and technical skills to effectively perform the duties as described above.
- Ability to maintain confidentiality, attention to detail, data entry, and analysis of data.
- Ability to learn and teach others established processes – Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- Time Management Skills – Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others.
- Organizational Skills – Creates action plans to meet departmental goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the office to ensure success and meeting of deadlines.

- Communications Skills – Effectively communicates verbally and in writing on topics that may be broad or complex in nature. Maintains open communications channels with peers, administrators, and customers in and outside the school.
- Problem Solving Skills – Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

### **Supervisory Responsibilities**

- This role is not a supervisory role.

### **Minimum Qualifications**

- Bachelor's degree in accounting or related business degree required.
- Working knowledge of nonprofit accounting is essential.
- Working knowledge of MS Office, especially excel with the ability to create and maintain complex workbooks.
- Minimum of three to five years of experience working in an educational and/or non-profit environment.
- CPA preferred.
- Successful completion of pre-employment and annual criminal background checks.
- Successful completion and maintenance of the Prevent and Protect STL safe environment training.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The individual filling this role will need to sit at a desk and utilize a computer for long periods of time during the day. There will also be occasional standing at a filing cabinet to file paperwork and occasional moving of documents, files, and small boxes to maintain order of business office records.

### **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.

The noise level in the work environment is usually moderately quiet and typical of a small, indoor office environment; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

*Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Human Resources Coordinator.*