



Job Announcement

Controller

Starts Immediately

The San Francisco School is an independent school, pre-k through eighth grade, with a commitment to a multicultural and inclusive community. Suitably characterized by one parent as an “urban school with a village atmosphere,” the School embraces San Francisco’s ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students learn to think like disciplinarians in a field, consider big and central ideas, and can find and develop their passions. They graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

Job Description

The Controller is responsible for the overall management and integrity of the School’s financial records by overseeing financial transactions, maintaining appropriate records, and establishing and maintaining appropriate controls, policies and procedures. The School’s endowment is \$3.8 million, and the annual operating budget is \$8 million. We are seeking a collaborative team player with a high degree of integrity, accuracy, and in-depth finance and accounting experience.

The Controller reports to the Director of Finance and Operations.

Job Responsibilities

General Accounting and Finance

- Responsible for managing all accounting functions, ensuring accurate and timely financial information;
- Serve as lead person for the annual audit, including preparing schedules for auditors, and generating the financial statements and related footnotes;
- Coordinate preparation for the annual Form 990;
- Prepare account reconciliations on a monthly basis;
- Maintain fixed asset schedule and calculate depreciation;
- Reconcile annual fund, capital campaign gifts and other donations with Advancement; and
- Maintain internal financial controls

Accounts Receivable

- Research and launch online enrollment agreements;
- Enroll students into FACTS system;
- Reconcile AR balance to FACTS monthly report;
- Monitor past due accounts; and
- Oversee cash receipts and bank deposits

Accounts Payable

- Oversee cash disbursements in accordance with School policies; and
- Prepare the annual filing of use tax;

Payroll and payroll related expenses

- Prepare journal entry for payroll disbursement;
- Prepare bi-monthly 403(b) calculation and transmit data to TIAA;
- Calculate monthly long-term disability premium;
- Prepare annual census report for the Retirement Plan Administrator; and
- Prepare SFHCO quarterly and annual reporting

Qualifications and Experience

- Bachelor's degree in accounting or business administration; or equivalent business experience and 5-7 years of progressively responsible experience in non-profit accounting. Independent School experience is a plus.
- Proficiency in accounting systems and Microsoft excel required; ability to learn FundEz accounting system.
- Strong organizational skills, the ability to multi-task, and attention to detail; and
- Excellent interpersonal skills with the ability to communicate effectively with all constituents in a school environment, including faculty, staff, administration, parents and students
- Pass background check and fingerprint clearance
- Must have a current TB skin test or TB clearance

Interested candidates may apply by sending one single document (PDF) attached to an email, containing resume, cover letter and references to jobs@sfschool.org.

We are committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding + for the direct benefit of each student.