



JOB DESCRIPTION **Finance Comptroller**

ACCOUNTABILITY: The Finance Comptroller is accountable to the Executive Director.

ANNUAL SALARY: \$85,000- \$110,000 DOE

SUMMARY: The position of financial controller, or comptroller, involves managing the financial department for The Classical Academies. This new position will work in tandem with the Director of Finance for the next year. The goal is to transition this position into running the department as the current Director of Finance moves into retirement in January 2019. The Finance Comptroller is an exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and oversight of department leaders and employees
- Firm understanding of generally accepted finance standards and practices
- Creative problem-solving with the ability to absorb and translate information quickly to provide alternative solutions
- Implement new accounting systems to include budgeting and centralized purchase orders, and elsewhere as needed
- Maintain a working relationship with the authorizing school districts
- Prepare and file state reports as required by the State of California
- Manage Accounts Receivable, Accounts Payable, Payroll and Retirement Reporting
- Create and manage cash flow reporting and operational budgets
- Coordinate monthly financial reporting with contracted CPA
- Attend conferences and seminars on financial management
- Work with charter school management team to implement, review, and strengthen financial procedures and controls
- Coordinate annual audit program review for the organization
- Maintain and establish vendor relationships to support the organization
- Provide excellent customer service to all staff, parents, vendors, and students
- Research and apply for grant funding to support the program
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Classical Academies

Escondido, Vista, Oceanside, and Online

www.classicalacademy.com

760-546-0101



THE CLASSICAL ACADEMIES

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- Ability to explain, understand, and adhere to The Classical Academy program
- Ability to manage and prioritize multiple tasks
- Ability to accurately perform administrative and financial work with efficiency
- Knowledge of accounting procedures
- Possess organizational skills for productive office operation
- Productively work independently as well as corporately

EDUCATION AND EXPERIENCE: College graduate with a minimum of 3 years of related office, management, and finance experience. In addition, the following administrative experience is required:

- Personal computer knowledge and experience
- Proficient in Microsoft Word and Microsoft Excel
- Ability to compose and articulate documents with proper English skills
- Ability to motivate and manage a professional staff
- Knowledge of MIP/Abila/NP Solutions accounting system preferable

Eligibility for benefits starts the first of the month 60 days after date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employers Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislature.

Exempt staff members are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see pages 26- 27 of the Employee Handbook.

The Classical Academy is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academy is considered at will. This means that both employees and The Classical Academy have the right to terminate employment at any time, with or without advance notice, and with or without cause.

The Finance Comptroller will support and uphold the mission and the vision of The Classical Academy.

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