



CONTROLLER

OUR ORGANIZATION

Brookwood School is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast approximately 25 miles north of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

OUR MISSION

To foster a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment.

OUR COMMITMENT

Our commitment to Diversity, Equity, Inclusion, Justice, and Belonging centers on striving to cultivate belonging, dignity and respect, and advance just outcomes for all members of our community. We are committed to honoring people's multiple identities, including but not limited to ability, age, appearance, ethnicity, family structure, gender expression, gender identity, nation of origin, race, religion, sex, sexual orientation, and socioeconomic status. We actively work to be an antiracist and inclusive school.

THE ROLE

The Controller will be responsible for leading the accounting, audit, and day to day functions to ensure timely and accurate financials. The Controller is an integral member of the Business Office and works in collaboration with key staff and faculty across Brookwood.

The Controller will lead the development of process improvement and identify areas to streamline workflows that create efficiencies and optimize best practices.

The Controller will report directly to the Director of Finance and Operations.

ESSENTIAL RESPONSIBILITIES

- Lead and manage the accounting function in accordance with GAAP and regulatory requirements.
- Prepare monthly, quarterly, and annual financial statements, and enter monthly journal entries.
- Reconciliations:
 - Release of net assets and restricted contributions as per School's endowment spending policy.
 - Payroll, student billing, and payable / disbursement activity to general ledger monthly.
- Collaborate in recording of fundraising activities and reconciliation to the general ledger.
- Track school enrollment and reconcile to receivables & tuition billing.
- Perform the monthly close and reconciliation of bank and balance sheet accounts, as well as required calculations.
- Manage the record keeping of fixed assets.
- Maintain financial records in accordance with Brookwood's record retention policy.
- Supervise all incoming cash receipts to comply with cash management protocols.
- Assist in and support in the annual budget process.

We strongly encourage applications from people of color, LGBTQ candidates or candidates from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.



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- Provide relevant financial information and assist in filing of all federal and informational returns for Brookwood.
- Prepare annual financial audit package and coordinate 403(b) and Workers' Comp audits.
- Serve as back-up for accounts payable, payroll, and other business office functions as needed.
- Settle exchange accounts and all relative correspondence.
- Oversee, manage, document and maintain financial internal controls.
- Review audit contracts as needed.
- Prepare budget reports and collaborate with administrators and departments regarding performance and inquiries.
- Keep informed of financial, regulatory, and other information pertaining to nonprofit entities and schools.
- Track investments and record gains and losses.
- Ad hoc projects and other duties aligned with the Brookwood School culture.

QUALIFICATIONS

The Controller will encompass the following credentials:

- Bachelor's degree in accounting, finance, economics, or a related field; CPA designation is preferred
- 5+ years of progressive accounting experience in a nonprofit, education, private school environment; experience in a public accounting firm is desirable.
- Exposure to accounting for investments and endowment spending.
- Excellent verbal and written communication skills, with ability to communicate with staff and faculty at all levels.
- Creative, critical, and analytical thinker
- Proven track record implementing best practices and process improvement
- Technical proficiencies: MS Word, Excel, Google docs, Blackbaud or equivalent accounting software
- Demonstrated ability and interpersonal skills to work independently and as part of a team
- Outstanding analytical and organizational skills, detail-oriented, ability to prioritize competing and multiple priorities with a calm demeanor and sound judgment.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen a team player who is committed to continuous improvement and learning for themselves.

CRITICAL COMPETENCIES

- Unquestionable integrity and proven ability to treat sensitive information with discretion
- Superb problem-solving, prioritization and organizational skills
- Highly attentive to detail where speed and accuracy are of equal importance
- Strong customer service skills
- Skilled at establishing and cultivating strong relationships and collaborating across all levels of the organization
- Proficiency in and commitment to antiracism, diversity, equity, and inclusion

TO APPLY

Brookwood School has retained CLA (CliftonLarsonAllen, LLP) to spearhead our search efforts. Please send resume and notes of interest to Octavia Gilmore, National Search Leader to octavia.gilmore@claconnect.com

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