



**Job Title:** Controller

**Reports to:** Director of Finance & Operations (DFO)

**Date:** March 2022

**About Brookwood School:**

Brookwood 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 21<sup>st</sup> 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.

**Job Summary:**

The Controller is an integral and critical part of the Business Office at Brookwood School ensuring timely and accurate financial information. The position works closely with both the DFO and also the Business Office Administrator in the Business Office, along with a wide variety of faculty and staff from across the school. The successful candidate will be responsible for not only attending to the day to day tasks of the position, but also identifying and developing process improvements that streamline workflow.

**The Successful Candidate will have:**

Minimum Qualifications

- Bachelor's degree in a related field, CPA preferred
- 7+ years of experience in similar role, preferably in a school environment

Additional Qualifications

- Unquestionable integrity and proven ability to treat sensitive information with the utmost discretion
- Excellent communication skills, both verbal and written
- Superb prioritization and organizational skills
- Highly attentive to detail where speed and accuracy are of equal importance
- Strong customer service skills
- Creative, critical, and analytical thinking geared toward process improvement
- Demonstrated ability to work independently and as part of a team

- Skilled at establishing and cultivating strong relationships across all levels of the organization
- Experience working for an independent elementary school a plus, but not a requirement
- Excellent computer skills - proficiency in MS Word, Excel, Google docs, Blackbaud or equivalent accounting software
- Proficiency in and commitment to antiracism, diversity, equity and inclusion

**Essential Duties:**

- Responsible for all accounting aspects of the school
- Responsible for financial reporting in accordance with generally accepted accounting principles
- Prepare monthly and annual financial statements
- Prepare and enter monthly journal entries
- Monthly reconciliation of banks and all balance sheet accounts
- Prepare annual financial audit package and coordinate 403(b) audit
- Cash management and supervise all incoming cash receipts
- Track enrollment and reconcile to receivables & billing
- Manage monthly tuition payment plan
- Manage record keeping of fixed assets
- Provide information and assist in filing of all federal and informational returns
- Track investments and record gains and losses
- Support and assist in recording of fundraising activities
- Oversee financial internal controls
- Work with administrators and departments regarding budget performance
- Maintain financial records in accordance with school's record retention policy
- Keep informed of financial, regulatory and other information pertaining to nonprofit entities and schools
- Other duties as assigned

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.

**To Apply:**

Interested and qualified candidates should email a cover letter, résumé and list of five (at least three professional) references with contact information to Cathy Marrero, Executive Assistant to the Head of School (cmarrero@brookwood.edu).