



Position Title: **Director of Financial Services & Controller**

Last Updated: April 2025

Reports To: Chief Financial Officer (CFO)

Status: Exempt-Appointed by the Head of School  
Permanent Full-time

Schedule: Calendar Year: Base 40 hours per week, additional hours as needed  
Actual hours will be assigned per the needs of the Department; May include some weekend and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible – Yes

*Summary Description:*

The role of the Director of Financial Services & Controller is responsible for overseeing the daily financial activities of the school (cash, investments, budgeting, capital spending and reporting), as well as oversee and supervise the day-to-day operations of the Finance Office and certain auxiliary enterprises of the school.

*Essential Functions:*

- Responsible for daily financial operations, including endowment, investments, cash management, financial analysis, and budget management
- Day-to-day oversight of Accounts Receivable, Accounts Payable, and all general accounting operations of the school
- Implement and maintain effective Finance Office policies and procedures
- Oversee the annual process of successfully and accurately collecting all tuition, fees and spending accounts, and address all collection issues. When appropriate, inform the CFO regarding acute situations
- Monitor all loans and indebtedness, including any possible interfund loans and transfers
- Implement all purchasing policies/procedures and internal control/audit functions, as determined by the CFO
- In collaboration with the CFO, manage on a daily and monthly basis the operational cash flow by maintaining adequate sources from operations and borrowing, and invest excess cash in short term funds in accordance with established policy
- In coordination with other departments, manage yearly re-enrollment process, including updating enrollment agreement and all other enrollment documents for the upcoming school year
- In accordance with policies determined by the CFO, maintain accurate financial records, prepare periodic financial statements for use in reporting to the Head of School and the Board of Trustees
- Comply with formal reporting requirements of financial institution relationships
- Assist the CFO with preparing the annual budget
- Serves as a principal in developing and maintaining a data repository; partners to develop reporting on such
- Responsible for oversight of the annual financial audit
- Responsible for 990 filing preparation along with all applicable state filings
- Provide customer service functions, to include responding to students, parents, and other constituents of the school
- Serve as an interdepartmental liaison, across the campus, representing the division on various issues and activities.
- In collaboration with the CFO, work with insurance advisors and brokers to ensure that adequate, appropriate, and cost-effective insurance is in effect
- Participate, in partnership with other of the CFO's direct reports, on the development and definition of various strategic goals for the division
- In collaboration with the CFO, work on various initiatives, from concept to deliverables, that advance the overall progression of the school's overall success
- Day-to-day oversight and support of the school's dining services contract
- Administration of the Campus Store

### *Supervisory Responsibilities*

- Responsible for four direct reports: Business Services & Payroll Coordinator, Accounts Receivable Coordinator, Accounts Payable Coordinator, and School's Dining Services provider

### *Additional Responsibilities*

- Required to wear proper attire, consistent with School's dress code at all times and to maintain positive attitude and appearance in accordance with Department/School standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Administrators and Faculty shall be responsible for reviewing and understanding the provisions stated in the Faculty Supplement
- Other tasks as assigned by or in support of the CFO

### *Qualifications*

- Experience in a similar capacity preferably with direct knowledge of nonprofit accounting
- Independent School experience a plus
- Bachelor's Degree, preferably in accounting. CPA is beneficial but must also have diversified experience outside traditional accounting roles and as have some managerial experience.
- Knowledge of spreadsheets, database programs, and office automation
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the school. Must have excellent client services skills
- Effectively communicates accounting, financial and service issues that are complex in nature
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Extensive working knowledge of Microsoft Office Suite, (Word, Excel, etc.). Proficiency with technology is essential. Knowledge of Blackbaud and Veracross, the two primary databases, is a distinct plus
- Must convey a positive attitude and project a confident demeanor
- Must have a strict sense of confidentiality
- Work effectively with colleagues and students by practicing good attendance and punctuality, respect for deadlines, collaborative problem solving and honest communication
- Must have a valid driver's license
- Regular and consistent attendance and punctuality is required as a condition of employment

### *Physical Qualifications*

- The person in this position:
  - Regularly communicates with other staff, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
  - Occasionally moves small/medium sized items that may weigh up to 25 pounds
  - Can move about the offices to access files and/or office machinery
  - Regularly operates computers or other office machinery, i.e., calculators, copy machines, printers
  - Observes, recognizes, identifies other staff, brokers, vendors, visitors
  - Can remain in a stationary position, (i.e., sitting, standing), for extended periods of time

### *Working Environment:*

- The work environment is usually moderately quiet; however, variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Business Office
- Noise levels may become elevated when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

*Limitations and Disclaimer:*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis