

University Child Development School (UCDS), an independent school, is searching for a Controller for its Business Office. UCDS is located in **Seattle Washington**. UCDS encourage students to stretch, reflect, collaborate, and think expansively – enriching their educational growth and ensuring they thrive in school and beyond.

Role Focus:

The role of the Controller is an integral part of the Business Office. The Controller is responsible for the day to day operation and management of the Business Office. Responsible for management of the General Ledger accounting system, ensuring a timely month end close, and all appropriate general ledger accounts are properly reconciled. This position ensures the effective and responsive delivery of services (including reports and information) to the internal and external community. The role reports to the Chief Financial Officer.

The main responsibility of the Controller is to ensure the integrity and proper documentation of transactions within the accounting cycle, regularly review internal controls and ensure the School's accounting records are in compliance with GAAP.

Typical Education and Experience:

The ideal candidate will be a CPA with a bachelor's degree in accounting with a minimum of 5-7 years experience in **nonprofit accounting**, including managerial experience. The candidate must have experience in a similar role. Independent School experience is a plus. A working knowledge of nonprofit accounting is essential.

OVERVIEW OF RESPONSIBILITIES:

GENERAL ACCOUNTING AND FINANCIAL REPORTING

1. Responsible for ensuring accurate and timely financial information. Compile, analyze, and reconcile financial information monthly and overseeing the monthly close process
2. Preparing monthly financial statements, including variance analyses.
3. Prepare compliance filings with State of Washington and IRS. (Sales and Use Tax filings, Charitable Gift Filing, 990 tax return, and other miscellaneous tax filings).
4. Supervising general accounting operations.
5. Providing support in the hiring, training of accounting department staff.
6. Prepare & submit timely, accurate payment of debt service.
7. Assisting the CFO in the preparation and monitoring of departmental budgets and forecasts working with other administrators and department heads concerning budget performance.
8. Attending and supporting board committee meetings, as requested
9. Communicating accounting policies to affected employees and ensure compliance with such policies
10. Assist the Chief Financial Officer in preparing and maintaining the annual budget.

11. Work closely with the Development Office on gift accounting and reporting, ensuring that all activity is compliant with donor restrictions.

CASH

1. Supervising all incoming cash receipts and deposits.
2. Maintaining daily cash balances and review reports from bank daily.
3. Assist CFO with cash flow analysis and projections.

AUDIT

1. Taking lead position on preparation of schedules and work papers for annual audits.
2. Taking lead position on Form 990 preparation.
3. Maintaining permanent office files for all audit schedules prepared by school.

SURVEYS AND PEER REPORTING

1. Participation in responding to periodic surveys and reports for the school's trade organizations, as requested.
2. Preparing other similar data as requested

OTHER

1. Participates in the financial aid process.
2. Other miscellaneous tasks as may be assigned in support of the CFO.

Typical Level of Interaction:

Requires strong interaction with all School divisions and departments that are serviced by the Business Office.

Supervisory Impact:

This role is a supervisory role within the business office.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Ability to Learn and teach others established processes** - Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without

compromising expectations of others. Respected for ability to “find” or “make” time to get things done.

- **Organizational Skills** - Creates action plans to meet departmental goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the office to ensure success.
- **Communications Skills** - Effectively communicates accounting, financial and service issues that are complex in nature. Maintains open communications channels with peers, administrators, and customers at the School.
- **Written Communication Skills** - Effectively communicates broad and very complex business issues.
- **Problem Solving Skills** - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

Other Skills and Abilities:

The Controller needs to have excellent client service skills.

Other Qualifications:

All prospective employees must be able to clear a background check and TB screening.

Non-Discrimination Policy

UCDS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, age, gender, gender identity, gender expression, sexual orientation, disability, veteran or marital status or any other legally protected status in its employment practices.

**Please visit our website to learn more about us
(www.UCDS.org)**

To Apply

Qualified candidates are invited to send a resume and cover letter to UCDS Human Resources at Humanresources@UCDS.org