

**SANTA FE CATHOLIC HIGH SCHOOL**  
**Position Announcement**

**Job Title:** Controller  
**Reports To:** President  
**FLSA Status:** Exempt

**SUMMARY**

The Controller is responsible for the accounting operations of the high school and serves as the primary fiscal representative for the school on all financial matters. The controller is charged with the production of periodic financial reports/statements, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets that are designed to mitigate risk, enhance the accuracy of the school's reported financial position and results, and ensure that reported results comply with generally accepted accounting principles (GAAP).

**The Diocese of Orlando four core values lay the foundation for the work performed by its employees.**

1. *Authenticity:* Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living.
2. *Respect:* Affirming each person's God-given dignity and uniqueness.
3. *Courage:* Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment:* Individually and collectively, we are steadfast to the team and its purpose.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Financial Responsibilities

- Develop and maintain system to account for financial transactions by establishing a chart of accounts, following accounting policies and procedures.
- Maintain accounts by verifying, allocating, and posting transactions.
- Balance general ledger by preparing a trial balance and reconciling entries.
- Ensure that all reconciliations are completed in a timely manner for all material financial statement accounts.
- Verify bank deposits, records receipts, reconcile bank accounts, and credit card activity.
- Prepare payroll, associated taxes and reports, prepare pay stubs, and distribute checks.
- Prepare monthly financial statements in accordance with GAAP, delivered and explained in a timely manner.
- Match invoices with supporting documents; check accuracy of invoices; match general ledger codes and issue checks on a timely basis.
- Compare vendor statements to accounting records and record discrepancies.
- Report to management, Finance Committee, and the Board of Directors regarding the finances of the school.
- Facilitate and participate in analysis of FACTS family financial aid applications.
- Oversee the facilitation of state of Florida sponsored tuition scholarships.
- Prepare FACTS payment accounts and reconciles activity to the general ledger system.
- Prepare annual financial audit work papers and participate in audit.
- Prepare and analyze annual budget and forecast in coordination with the school president.
- Identify variances from established budgets and forecast and review significant issues with school leadership.
- Ensure that adequate cash flows are available to meet operational needs.

### Human Resources Responsibilities

- Facilitate enrollment of employees in Diocesan benefit plans per direction of the Diocesan Human Resources Office, including insurances, retirement, 403(b), and AFLAC.
- Comply with reporting requirements and oversee the maintenance of employee files.
- Act as the contact for the annual renewal of insurances; provide on-going information and documentation to employees.
- Oversee the handling of new and terminating employee questions and paperwork.
- Oversee the Diocesan background/fingerprinting requirements for the school.

### Additional Responsibilities

- Attend Diocesan required meetings and workshops.
- Coordinate school's property and liability insurance, worker's compensation.
- Perform additional projects as required by the President.
- Comply with Federal, State, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed action.
- Protect operations by keeping information confidential.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a strong work ethic and be able set an ethical tone for the conduct of diocesan business. 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.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a business related field, finance and/or accounting required; CPA preferred.
- Demonstrated technical ability in accounting or finance with five to eight years of professional experience in positions of increasing responsibility.
- Thorough knowledge of generally accepted accounting principles (GAAP) and financial reporting methodologies.
- Proficient in the use of Microsoft Office products, including Word, Excel, Outlook, PowerPoint, and Access and QuickBooks or equivalent general ledger systems
- Thorough knowledge of budgeting principles and practices (including use of spreadsheet software), general ledger and reconciliation practices.

### **OTHER DESIRED SKILLS AND ABILITIES**

- Excellent interpersonal and organizational skills with an ability to resolve staff pay and benefits issues.
- Excellent oral/written communication skills with an ability to work effectively with Lay staff and clergy.
- Excellent analytical skills with an ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of QuickBooks a plus.
- Knowledge of and respect for the Catholic Church, its teaching, and mission required.

**Salary is commensurate with qualifications and experience. To apply, please submit a cover letter, resume and list of professional references to [controllersearch@santafecatholic.org](mailto:controllersearch@santafecatholic.org)  
NO PHONE CALLS.**