Phoenix Christian
PREPARATORY SCHOOL

Controller / Senior Bookkeeper

Job Description

The Controller / Senior Bookkeeper is responsible for maintaining the financial integrity, accuracy, and operational effectiveness of Phoenix Christian Preparatory School (PCPS).

This position combines the financial oversight, accounting leadership, internal controls, and reporting responsibilities of a Controller with the hands-on accounting responsibilities necessary to support the daily operations of the School.

Approximately 50% of the position is devoted to Controller-level responsibilities, including GAAP accounting, internal controls, month-end and year-end close, and audit preparation. Approximately 50% is devoted to bookkeeping and transactional accounting, including oversight of accounts payable, reconciliations, deposits, journal entries, general ledger maintenance, and other routine accounting functions.

The successful candidate will be both a strategic financial professional and a hands-on accounting practitioner who is comfortable moving between financial analysis and detailed transactional work.

Personal Qualifications

1. Be deeply committed to maintaining a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotion and prayer.
3. Demonstrate the joy of the Christian life through words, actions, and interactions with others.
4. Follow the Matthew 18 principle when addressing concerns with students, faculty, parents, and administration.
5. Encourage students to understand God's love and gift of salvation and to grow in their faith.
6. Demonstrate the ability to work graciously and effectively with parents, students, and school staff to support a unified and successful educational environment.
7. Demonstrate the ability to accept and fulfill responsibilities and make competent, professional decisions.
8. Demonstrate a willingness to participate enthusiastically in professional development and ongoing training.
9. Recognize the God-given role of parents as primarily responsible for their children's education and be prepared to support them in that responsibility.
10. Maintain a personal appearance that reflects Christian values of cleanliness, modesty, and good taste and is consistent with school policy.
11. Demonstrate a teachable attitude and a willingness to work collaboratively with others.
12. Respectfully submit to and support established authority and notify administration of any policy that the employee is unable to support.

ESSENTIAL FUNCTIONS

Controller & Financial Management — Approximately 50%

Financial Reporting & Analysis

- Prepare accurate and timely monthly, quarterly, and annual financial statements and management reports.
- Maintain responsibility for the integrity and accuracy of the School's general ledger and financial records.
- Provide financial analysis to School leadership to support operational and strategic decision-making.

- Monitor actual financial performance against budget and identify significant trends and variances.
- Prepare financial reports and supporting information for the Superintendent, Board of Trustees, Finance Committee, and other leadership as requested.
- Develop dashboards, forecasts, and other financial tools that provide leadership with meaningful insight into the financial health of the School.

Budgeting & Forecasting

- Coordinate and support development of the School's annual operating and capital budgets.
- Work collaboratively with administrators and department leaders to develop realistic departmental budgets.
- Monitor departmental spending and provide regular budget-to-actual reporting.
- Maintain rolling financial forecasts and cash-flow projections as appropriate.
- Identify emerging financial risks and opportunities and communicate them to leadership in a timely manner.

Accounting & Financial Controls

- Establish, maintain, and continually improve accounting procedures and internal financial controls.
- Ensure appropriate segregation of duties, approval processes, documentation, and financial accountability throughout the School.
- Oversee month-end and year-end closing processes, including reconciliations, accruals, adjusting entries, and review of financial accounts.
- Maintain the School's chart of accounts and ensure transactions are recorded consistently and appropriately.
- Monitor restricted and designated funds and ensure funds are accounted for and utilized appropriately.
- Maintain accurate accounting for fixed assets and capital expenditures.
- Assist leadership in developing and maintaining financial policies and procedures.

Audit, Tax & Compliance

- Serve as a primary point of contact for the School's independent auditors and coordinate preparation for the annual financial audit.
- Prepare schedules, reconciliations, documentation, and other information required for audit and tax preparation.

- Work with external accountants and other professional advisors in preparation of required federal and state filings, including Form 990.
- Help ensure compliance with applicable accounting standards, nonprofit accounting requirements, School policies, and regulatory requirements.
- Maintain organized financial documentation and appropriate record retention practices.

Cash & Financial Operations

- Monitor the School's cash position and assist leadership with short- and long-term cash-flow planning.
- Monitor bank accounts and recommend transfers or other cash-management actions as appropriate.
- Assist with banking relationships and financial institution reporting requirements.
- Support leadership in evaluating major financial commitments, contracts, capital expenditures, and other significant financial decisions.

Bookkeeping & Transactional Accounting — Approximately 50%

Accounts Payable

- Process vendor invoices and ensure expenditures have appropriate documentation and authorization.
- Code invoices to appropriate general ledger accounts, departments, programs, and funds.
- Prepare and process vendor payments in accordance with established payment schedules.
- Maintain accurate vendor records and assist with annual Form 1099 preparation.
- Research and resolve vendor discrepancies as necessary.

Banking & Reconciliations

- Record deposits and other cash activity accurately and timely.
- Perform monthly bank and credit card reconciliations.
- Reconcile balance sheet and other general ledger accounts on a regular basis.
- Research and resolve discrepancies promptly.
- Maintain appropriate supporting documentation for financial transactions.

General Ledger & Accounting Entries

- Prepare and post recurring and adjusting journal entries.
- Record payroll-related journal entries and reconcile payroll accounts as appropriate.
- Maintain prepaid expense, accrual, fixed asset, liability, and other supporting schedules.
- Review general ledger activity for accuracy, appropriate classification, and unusual transactions.
- Assist with correcting entries and account reclassifications when necessary.

School Financial Systems

- Ensure accurate accounting integration and reconciliation among the School's financial systems.
- Work collaboratively with staff responsible for tuition, FACTS, ESA, STO funding, donations, fundraising, athletics, auxiliary programs, and other revenue sources to ensure transactions are recorded accurately.
- Reconcile applicable tuition and student-account activity to the general ledger.
- Assist in identifying and resolving discrepancies between operational systems and accounting records.

COLLABORATION & LEADERSHIP

- Serve as a trusted financial resource to School leadership and department administrators.
- Communicate financial information in a clear and understandable manner to individuals who may not have an accounting background.
- Help department leaders understand budgets, financial reports, purchasing requirements, and financial procedures.
- Maintain a high level of confidentiality regarding employee, student, family, donor, and institutional financial information.
- Promote a culture of stewardship, accountability, accuracy, transparency, and continuous improvement.
- Identify opportunities to streamline financial processes through improved procedures, technology, and automation.

QUALIFICATIONS

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, or an equivalent combination of education and significant relevant accounting experience.
- Minimum of 5 years of progressively responsible accounting, bookkeeping, finance, or related experience.
- Strong knowledge of generally accepted accounting principles (GAAP).
- Demonstrated experience with general ledger accounting, reconciliations, month-end close, accounts payable, and financial reporting.
- Advanced proficiency with Microsoft Excel and QuickBooks and strong overall technology skills.
- Ability to independently manage detailed accounting work while also analyzing the School's broader financial position.
- Exceptional attention to detail, organization, accuracy, and follow-through.
- Ability to manage multiple deadlines and competing priorities.

Preferred

- CPA, CMA, MBA, or other relevant professional credential.
- Previous Controller, Assistant Controller, Accounting Manager, or Senior Accountant experience.
- Experience working within a nonprofit, private school, Christian school, or educational environment.
- Experience with nonprofit fund accounting and restricted funds.
- Experience supporting annual financial audits and Form 990 preparation.
- Experience with FACTS or similar tuition/student financial management systems.
- Experience with accounting software and financial reporting platforms.

CHRISTIAN MISSION & CULTURE

As an employee of Phoenix Christian Preparatory School, the Controller / Senior Bookkeeper is expected to support and advance the School's Christian mission and demonstrate conduct consistent with the biblical values, professional standards, and expectations established by PCPS.
The individual will approach financial stewardship with integrity, accountability, wisdom, and a commitment to utilizing the resources entrusted to PCPS in furtherance of the School's mission and service to students and families.

CORE COMPETENCIES

- Financial Stewardship
- Accounting Accuracy
- Analytical Thinking
- Internal Controls
- Financial Reporting
- Budget Management
- Attention to Detail
- Confidentiality and Discretion
- Problem Solving
- Process Improvement
- Technology Proficiency
- Communication and Collaboration
- Organization and Time Management
- Integrity and Accountability

PHYSICAL & WORK REQUIREMENTS

This position primarily operates in a professional office and school environment. The employee must be able to perform the essential functions of the position with or without reasonable accommodation. Duties may periodically require extended periods of computer work and additional hours during budgeting, audit, year-end close, and other high-volume financial periods.

OTHER DUTIES

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. Responsibilities may be modified or assigned based on the operational needs of Phoenix Christian Preparatory School.