



# THE MASTER'S SCHOOL

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April 2010

The Master's School of West Simsbury, Connecticut is currently accepting **resumes** for a **Controller**.

**This position is responsible for the management of the financial affairs of The Master's School in accordance with the vision and direction of the Headmaster, within guidelines set by the Board of Trustees.**

## **Job Description**

1. Assist and support the Headmaster
    - Prepare budget to actual, cash flow and other reports
    - Support Board Treasurer with Bank transactions, lines of credit and loans
    - Coordinate and conduct annual external audit
  - b. Prepare and manage both capital and operating budgets
  - c. Oversee investment and management of surplus funds
  - d. File tax forms 990 and 5500
  - e. Assist the Director of Facilities with planning, resourcing and purchasing
    - Oversee capital purchases
  - f. Oversee risk management
    - Review all outside contracts
    - Maintain comprehensive commercial insurance
  - h. Complete federal and state assessment forms and statistical reports
  - i. Generate employment contracts
  - j. Resolve problems with families and/or vendors
  - k. Sign checks
  - l. Reconcile bank statements
  - m. Renewals/maintenance of Property & Casualty Insurance
2. Assist and support Directors
    - a. Assist Budget Managers with capital and operating budgets
      - Provide training and support for fiscal management
      - Provide training and support for risk management
      - Generate monthly budget reports
    - b. Oversee licensing of employees for transportation
    - c. Assist with planning of major trips, extracurricular activities and new programs
    - d. Generate employment contracts
    - e. Collaborate with Directors and Network Admin to create annual technology plan

3. Provide leadership and direction for all accounting and Business Office functions and staff
  - a. Team leadership skills
    - Leverage strengths of the current Business Office team members, help clarify roles and responsibilities
    - Provide leadership in strengthening internal communications with staff at all levels throughout the organization, create and promote a positive and supportive work environment
  - b. Oversee bank deposits, cash flow, billing, payroll, bank reconciliation, accounts receivable
  - c. Oversee accounts payable
  - d. Oversee monthly payroll preparation and distribution of tax forms
  - e. Maintain general and subsidiary ledgers
4. Oversee employee benefit package in conjunction with Headmaster
  - a. Handle annual renewals in conjunction with Headmaster
  - b. Oversee training for new employees
  - c. Oversee coordination of outside rentals
5. Hire as needed
6. Oversee Technology
  - a. Supervise Network Administrator
  - b. Participate in management and outsourcing of technology needs
  - c. Assist with planning, resourcing, and developing a technology plan which serves the needs of the school

**Assume other duties as determined by the Headmaster including but not limited to:**

1. Serve on committees as requested (financial aid, SERF, etc)
2. Serve on the Headmaster's Executive Team
3. Act as Notary Public for parents and employees (optional)
4. Assist and support Director of Admissions and Marketing and Director of Development with data collection and analysis

**Direct Reports:** Network Administrator, Full Charge Bookkeeper, Human Resources Coordinator

**Qualifications:**

1. Deep personal relationship with Christ reflected in a lifestyle worthy of modeling Christ-likeness to colleagues, students, parents and the larger community
2. Personal qualities of integrity, credibility, and unwavering commitment to TMS mission
3. Minimum of a BA; CPA and/or MBA preferred
4. Ability and desire to translate complex financial concepts to individuals at all levels including Directors and other budget managers
5. Keen analytic, organization, and problem solving skills which allows for strategic data interpretation vs. simple reporting

6. Solid experience coordinating audit activities and managing reporting, budget development, and analysis, accounts payable and receivable, general ledger, payroll and accounting for investments
7. Technology savvy with experience selecting and overseeing software installations; advanced knowledge of accounting and reporting software
8. Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly

**Mission statement of The Master's School:** “We at The Master's School are committed to the integration of faith and learning within the framework of a Christian world view. We challenge our students to strive for spiritual maturity and academic excellence in a supportive community that emphasizes education from the inside out.”

The Master's School is a non-denominational, Christian, college-preparatory day school enrolling boys and girls in Nursery through Grade 12. The school has three schools: Lower (Nursery- grade 5), Middle (grades 6-8), and Upper (grades 9-12). The school is located on a beautifully wooded 76-acre, eleven-building campus with three athletic fields in West Simsbury. The school serves families from more than 40 towns throughout the central Connecticut and southwestern Massachusetts areas. The city of Hartford, within a 12-mile commuting distance, provides the economic and metropolitan center for the Farmington Valley where the School is located.

Founded in 1970, The Master's School is fully accredited by the New England Association of Schools and Colleges, and is a member of the Association of Christian Schools International. Estimated enrollment for 10-11 is 340, with classes averaging 12-15 students.

Salary is commensurate with qualifications and experience. Any interested applicants should send a resume and cover letter to Jan Eldridge at The Master's School, 36 Westledge Road, West Simsbury, CT 06092, e-mail it to [search@masterschool.org](mailto:search@masterschool.org) or fax to 651-9363.

*The Master's School is an equal opportunity employer.*