

WATERSIDE SCHOOL



770 Pacific Street, Stamford, CT 06902

Controller

Position Title: Controller

Created/Updated: November 28, 2022

Start Date: January 3, 2023

Reports to: Executive Director

Position Status: Part time (40%)

About The School

Waterside School, founded in 2001, is a co-educational Junior Kindergarten through Grade 5 independent school that attracts and inspires students of academic promise and families deeply invested in their children's success, regardless of limitations in income or circumstance. Fully accredited by the Connecticut Association of Independent Schools, the School works to instill in its students a belief in their own worth, to cultivate in each a commitment to academic excellence, and to ensure the fullest development of every child's character. Through a rigorous program of study and experience, the School empowers its students with the knowledge, skills and virtues required to enable them to excel as students, to gain access to superior academic opportunities, and to go forward to become the leaders of tomorrow.

Position Summary

Waterside School is seeking a controller to collaborate with the Executive Director in overseeing the School's accounting and bookkeeping needs. Working on-site 2 days per week, the successful candidate will be responsible for building positive relationships with the Waterside School staff and community and must have a passion for Waterside's mission and its efforts to provide an outstanding education to its deserving students.

Requirements

- Strong technology skills including use of Google Suite software, Excel, and QuickBooks
- Excellent organizational and problem-solving skills
- History of effective collaboration and teamwork
- Strong interpersonal and communication skills
- An optimistic and flexible approach to work
- Ability to maintain a high degree of professionalism and confidentiality
- Detail oriented, organized, and prompt
- Degree in accounting or finance, CPA preferred
- At least 3 years of professional experience

- Experience with ADP, TIAA, and online bill paying is preferred
- Nonprofit experience preferred
- A deep commitment to the Waterside School mission

Responsibilities

- Submit bi-weekly employee payroll and retirement plan contributions
- Process and pay invoices
- Prepare monthly financial reports
- Make bank deposits
- Collaborate with the Executive Director and the Board Finance Committee in preparing financial reports and creating the School's annual budget
- Establish and maintain internal controls
- Work with the Director of Advancement to track donations, ensure accurate reporting of fundraising totals, and create the Annual Report for donors
- Work with the Assistant to the Head of School and front office staff to track and record tuition payments and fees
- Reconcile accounts payable and receivable
- Prepare financial reports and coordinate with the external auditors during the annual audit
- Process 1099 forms and other relevant forms
- Maintain accurate and up to date files and records
- Ensure compliance with generally accepted accounting principles

To Apply

Please send a cover letter and resume to:

David Olson

Executive Director

dolson@watersideschool.org

Equal Opportunity Employer

Waterside School is an equal opportunity employer. It is Waterside school's policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, creed, sexual orientation, age, sex, national origin, marital status, disability, veteran status or any other characteristic protected by federal, state or local discrimination laws. Staffing, compensation and all other employment decisions are based solely on the qualifications of each individual. All employees are responsible for complying with the School's equal employment opportunity policy.