School Controller

About Shefa:

The Shefa School is a Jewish community day school in Manhattan, serving students in grades K-8. Since opening in September 2014, Shefa has enrolled children who benefit from a specialized educational environment in order to develop their strengths while addressing their learning challenges. We specifically serve students with language-based learning disabilities who have not yet reached their potential levels of success in traditional classroom settings. Shefa is a pluralistic community school, serving families across the range of Jewish involvement and observance.

About the Position:

The Shefa School is hiring a full-time School Controller to join its Business Office team. This on-campus, 12-month position will handle all daily Accounting functions including recording journal entries, preparing account reconciliations, and reviewing and maintaining financial controls. Strong communication and organizational skills, the ability to build relationships across various levels, and proficiency in Excel are crucial for success in this role. The ideal candidate should be detail-oriented, proactive, and committed to maintaining a high level of accuracy. This position reports directly to the Chief Financial Officer.

Key Responsibilities:

- Manage the School's accounting activities to ensure accurate, timely, and complete financial reporting in accordance with Generally Accepted Accounting Principles (GAAP).
- Oversee the School's day-to-day accounting and financial operations, including month-end and year-end close, financial reporting, account analysis and reconciliations and internal controls.
- Facilitate the annual financial audit and Form 990 filing process in partnership with external auditors and tax advisors.
- Prepare financial statements, management reports, and financial analyses as requested by the CFO for presentation to the Head of School, Board committees, and other stakeholders, as appropriate.
- Establish, maintain, and continuously evaluate the School's internal controls, accounting policies, and procedures to ensure financial processes are effective, efficient, and appropriately documented.
- Serve as a lead member of the School's Financial Aid Committee, including reviewing and evaluating financial aid applications and communicating with families regarding financial aid awards, tuition obligations, and payment plans.
- Coordinate submissions for Government Funding and Foundation Grants.

- Liaise with external parties on matters affecting accounts receivable and accounts payable.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required
- Five to seven years of progressive accounting experience required; nonprofit or independent School experience preferred
- Strong knowledge of generally accepted accounting principles (GAAP), financial reporting, and account reconciliation, budgeting, forecasting, and financial analysis
- Proficiency in QuickBooks and Microsoft Excel (pivot tables and data formulas)
- Excellent verbal and written communication skills
- Strong attention to detail and superior organizational skills
- Experience administering financial aid programs, tuition assistance, enrollment management, or other student financial services preferred

We seek candidates who demonstrate flexibility and comfort with risk-taking and ambiguity, who thrive in collaborative environments, who are reflective and committed to growth, and who have strong organizational and interpersonal skills. We believe in investing in our employees' development and aim to provide a supportive work environment characterized by thoughtful and generous feedback and opportunities for growth and advancement.

The Shefa School is committed to the values of diversity, equity, and inclusion and ensuring a warm, welcoming, and nurturing environment for all. We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We especially encourage candidates from historically underrepresented communities to apply.

***Salary Range*:** $100,000 - $150,000 commensurate with experience

Please send a cover letter and resume to: jobs@shefaschool.org