



Assistant Controller

The Oaks Academy – Indianapolis, IN
Full Time – Preferred Start Date: June 1, 2018

Organization Summary

Founded in 1998, The Oaks Academy is a Christ-centered school that exists to provide a rich, classical education to children of diverse racial and socioeconomic backgrounds, preparing them to succeed in a rigorous secondary educational program and to demonstrate spiritual, social and emotional maturity. Currently on three campuses, serving over 800 students, the Oaks Academy will continue to grow to serve more children.

Job Summary

The Assistant Controller will be responsible for monitoring and managing the accounting function in collaboration with the CFO, including monthly, quarterly, and annual close procedures, cash management, developing and ensuring compliance with internal controls, coordination of audit and tax return preparation, assisting with budget development, and executing various transactional responsibilities.

Job Responsibilities

- Coordinates and improves monthly, quarterly, and annual close procedures
- Leads preparation of annual audit
- Prepares annual 990 and property tax filings
- Coordinates all banking activities
- Evaluates internal control procedures and recommends improvements
- Contributes to the development and maintenance of accounting policy and procedure
- Assists with tuition and financial aid management
- Assists with preparation of budgets, forecasts, and other analysis as required
- Performs all necessary monthly account reconciliations
- Manages and processes payroll
- Prepares and records necessary journal entries
- Works closely with CFO, Business Office team members, and departmental leaders to ensure adequate levels of support
- Other duties as assigned

Qualifications

- Bachelor's degree in accounting or finance
- CPA preferred
- 3-6 years of relevant experience in accounting
- Prior nonprofit accounting experience preferred
- Extensive knowledge of GAAP and auditing standards
- Strong written and verbal communication skills
- Proactive approach for implementing needed changes
- Ability to build and maintain relationships cross-departmentally

To Apply

Please send a resume, cover letter, three professional references, and salary requirements to employment@theoaksacademy.org. The Oaks Academy will contact qualified candidates directly to schedule interviews.