

# Employment Opportunity

The Cambridge School



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Position Title	Controller
Location	The Cambridge School, San Diego, California
Reports To	Chief Business and Operations Officer
Job Type	Full-Time, 12-Months, Overtime Exempt
Salary Range	\$100,000 - \$140,000 (depending on experience)

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## About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at [www.cambridgeclassical.org](http://www.cambridgeclassical.org) to learn more and apply!

## Position Overview

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The Controller is a valuable member of the Business Office of The Cambridge School. Applying sound professional judgment and a thorough knowledge of accounting principles and financial management practices, the Controller leverages his or her strong educational and professional experience to oversee the accounting, financial reporting, and compliance functions of the School. The Controller is a champion of strong internal controls, process improvements, and compliance with all relevant federal, state, and local laws. This position may progress to the Chief Business and Operations Officer position after three to five years of outstanding performance.

## Essential Duties and Responsibilities

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- Oversee the day-to-day accounting and financial operations of the School, including accounts receivable, accounts payable, tuition and incidental billings, and procurement.
- Ensure the proper functioning of the School's accounting processes and systems through reviews, analyses, monitoring, reconciliations, and maintenance.
- Prepare financial statements, reports, and analyses for internal and external stakeholders on a periodic basis or as requested.
- Assist in the preparation and submission of semi-monthly payroll, including reimbursements.
- Assist in the administration of the School's 403(b) retirement plan.
- Assist in the preparation of annual budgets and five-year strategic financial plans.
- Coordinate with the Development Office to ensure contributions and pledges are properly recorded.

### Essential Duties and Responsibilities (continued)

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- Support the completion of annual audits or reviews by independent accountants.
- Support the completion of various federal, state, and local filings.
- Complete annual surveys and reports for trade organizations.
- Maintain competency in accounting practices and regulations, particularly not-for-profit accounting.
- Perform other related duties as necessary or assigned.

### Requirements

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- Demonstrated passion for the mission, vision, and values of The Cambridge School.
- Bachelor's degree in accounting, business administration, or a related field; master's degree and/or CPA licensure preferred.
- Minimum of 7 years of experience in accounting, business administration, or a related field
- Minimum of 5 years of experience in an independent school business office.
- Strong background in nonprofit accounting, financial reporting, and/or internal controls.
- Proven capacity to identify and analyze problems and propose thoughtful solutions.
- Ability to maintain a high level of confidentiality and professionalism with all stakeholders.
- Fluency in Microsoft Office Suite products, accounting software (QuickBooks Online), and database concepts.
- Strong written and oral communication skills; highly organized and attentive to details.
- Ability to work well both independently and with others.

### Benefits

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The Cambridge School offers a comprehensive benefits package for this position, including:

- Medical\*, dental\*, vision, and life insurance (\*up to 100% coverage by the School)
- 403(b) retirement plan with up to 4% employer match and all expenses paid by the School
- Generous time off policies, including nearly six weeks of paid holidays in addition to vacation and sick leave
- Professional development opportunities

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### How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to [careers@cambridgeclassical.org](mailto:careers@cambridgeclassical.org).

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.

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