

Job posting

The German International School Washington D.C. is looking for:

Controller

Who we are:

The German International School Washington D.C. is a leading international school in the Washington DC metro area. For over 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINTEC certified school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

<p>Purpose and Responsibilities:</p>	<p>Ensure that the internal operations of the Accounting Department are conducted in an efficient, timely, accurate, and customer-focused manner, utilizing GAAP and organizational policies and procedures. Confirm accuracy of all reports, accounts, invoices, data, and analyses.</p>
<p>Start of position:</p>	<p>Immediately</p>
<p>Job Description</p>	<p><u>Strategic</u></p> <ul style="list-style-type: none"> • Lead the annual budget process with the Business Director and Finance Committee; work with budget stakeholders, including the Head of School and other administrators and department heads concerning budget development and performance. • Propose long range, strategic financial plans including tuition structure, cash projections and capital improvement. <p><u>General Accounting and Financial Reporting</u></p> <ul style="list-style-type: none"> • Responsible for managing the Accounting Department (2 accountants), ensuring accurate and timely financial information. • Oversee all accounting functions (AP, AR, Investment, Fixed Asset, General Ledger, and Cash management). • Maintain and/or Reconcile systems (Accounts Payable and Student Receivables) (Blackbaud Tuition Management System). • Prepare monthly financial statements, including variance analyses. • Supervise student billing, accounts payable, and credit card operations.

- Prepare and review journal entries and account reconciliations on a monthly basis.
- Review semi-monthly and monthly payroll preparation and ensure accurate recording in the accounting system.
- Prepare and manage the monthly closing.
- Provide support in the hiring and training of accounting department staff.
- Document and communicate accounting policies to affected employees and ensure compliance with such policies.
- Provide quarterly budget vs actual cost center reports to budget managers. Investigate and resolve questions for such.
- Oversee Class Accounts.
- File monthly sales tax reports.
- Perform timely bank reconciliations.
- Respond to parents, faculty, staff, and students with regard to financial matters.
- Serve as the school's corporate card administrator and Treasury Management administrator.
- Assist the Business Director/Finance Committee/Head of School with special projects.

Cash

- Supervise all incoming cash receipts and deposits.
- Maintain daily cash balances.

Compliance

- Ensure compliance with Federal and State tax regulations and GAPP reporting requirements.
- Ensure compliance with German Government reporting requirements.

Audit

- Manage annual financial audit of the financial statements.
- Prepare the schedules and work papers for the annual audit.
- Prepare schedule for the Form 990 preparation.

Other

Other duties as assigned.

<p>Requirements:</p>	<ul style="list-style-type: none"> • Seven to ten years of related experience preferably in a non-profit organization. • CPA Designation. • High degree of attention to detail, good organization skills; ability to prioritize and manage multiple concurrent tasks in a fast-paced environment. • Ability to make effective use of staff through delegation of tasks, cross-training, and teamwork. • Thoughtful approach; ability and desire to innovate. • Excellent communication skills. • Experience in developing and motivating team members and participating in collaborative work efforts cross-functional areas. • Excellent telephone and in-person communication skills. • Proficient use of Microsoft Office suite; strong knowledge of Excel. • Knowledge of Blackbaud accounting software, preferred.
<p>Benefits:</p>	<ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
<p>To Apply</p>	<p>Please submit your application to jobs@giswashington.org</p>
	<p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p>