Job Title: Assistant Controller/Senior Accountant  
Department: Business Office  
Reports to: Business Office Manager/Controller  
FLSA status: Exempt  
Revised: September 2021

To Apply: If you would like to apply for this position, please access the link to our online application management system at http://www.marlborough.org/about/employment

Marlborough is an independent, college-preparatory day school for girls in grades 7-12, and enrolls students from over 100 different public and independent elementary schools in the greater Los Angeles area. Students of color represent nearly 40% of the student body. With 64 full-time and 13 part-time faculty members, the student-teacher ratio is 8:1 and the average academic class size is 13. Located in Hancock Park, one of Los Angeles' most beautiful residential areas, Marlborough's central location makes for easy access to the many activities in metropolitan Los Angeles, ranging from world-class museum collections to lively ethnic dining. Conscious of the opportunities at its doorstep, Marlborough sees the city as an extension of its classrooms.

Position Overview:
Responsible for managing the School’s general accounting functions. Oversees the reconciliation and completion of ledger accounts, and responsible for the preparation of financial statements. Interfaces regularly with senior administrators and others on various matters relating to the budget and planning process, annual financial audit and tax filings, and preparation of annual and quarterly financial statements. Responsible for providing financial information to senior management and others, including Trustees, for policy and operational decision-making.

Essential Job Functions:
- Responsible for overall general ledger maintenance and management.
- Reviews and approves all journal entries prepared by Staff Accountants.
- Responsible for monthly recurring journal entries and oversees general ledger data entry.
- Reviews semi-monthly payroll processing.
• Works collaboratively with Staff Accountants, providing assistance and guidance when necessary.
• Manage accounting processes and procedures, with constant attention to efficiency and accuracy.

Financial Reporting:
• Prepares quarterly Operating Statements.
• Prepares semi-annual Financial Statements and footnotes.
• Responsible for preparation of the School’s financial statements and tax reports, including coordination with the School’s independent auditors.
• Assists Controller/Business Manager in preparation of annual budget and related schedules.
• Assists Controller/Business Manager in monitoring departmental budgets and identifying budget overruns.
• Prepares statistical reports and information as needed.

Reconciliations:
• Reconciles investment accounts and prepares journal activity monthly.
• Reconciles contribution income per Development to the general ledger.
• Reconciles Temporarily Restricted and Permanently Restricted Assets quarterly.
• Reconciles Contributions Receivable per Development to general ledger and makes necessary adjustments for discounts and allowances yearly.
• Prepares year-end audit reconciliations as required.

Other projects:
• Assists with preparation of Finance and Audit Committee meeting materials.
• Provides support to the Associate Head of School for Finance and Administration and Controller/Business Manager as needed.
• Other duties and projects as assigned.

Required Knowledge, Skills and Abilities
• Bachelors’ Degree in Accounting or Finance
• Maintain status as a Certified Public Accountant (CPA)
• Strong knowledge and understanding of non-profit accounting principles, particularly fund accounting.
• Minimum of five years’ experience in Accounting or Finance field, preferably in the Independent School sector.
• Experience in Blackbaud Financial Edge NXT, SMART Tuition, and Fundriver preferred.
• Ability to prioritize, plan, and accomplish goals.
• Highly detail oriented, well-organized, flexible, and collaborative individual who enjoys working in a team-driven environment.
• Able to multitask in a fast paced, deadline driven environment, while always maintaining a customer service focus.
• Effective written and verbal communication skills.
• Common sense and professional decorum are critical due to regular interaction with parents, faculty, administrators, and business partners.
• Proficient in G-Suite applications and Microsoft Office, especially Excel, but also knowledge of Word.

Marlborough School is committed to a policy of equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis made unlawful by federal, state or local laws, including, but not limited to, race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or sexual orientation.