



ST. ANNE'S EPISCOPAL SCHOOL

Job Title:	Controller
Reports To:	Chief Financial and Operating Officer
FLSA Status:	Exempt
Salary:	\$90,000-\$105,000 Annually
Anticipated Start Date:	ASAP (12 month position)

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is a vibrant, independent, preschool-8th grade co-educational school located in the heart of the Denver metro area, serving approximately 450 students. Our school culture fosters a sense of belonging and community, builds character, and pursues academic scholarship, all rooted in our values of curiosity, humility, faith, compassion, and service. We are a supportive community that provides a program where students can thrive academically, athletically, spiritually, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society.

MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

The Controller is a key financial steward of the school and a critical partner to the Chief Financial & Operating Officer (CFOO). This role oversees the integrity of all accounting operations, tuition billing, payroll, accounts payable, and cash management while contributing to budget development, financial analysis, system improvements, and audit coordination. The ideal candidate brings strong technical accounting expertise, excellent organizational skills, and a collaborative approach in a small, high-performing business office.

REPORTING STRUCTURE:

- Reports to CFOO
- Key member of a three-person Business Office (CFOO, Controller, HR Director)
- Collaborates closely with Admissions, Development, Facilities, and Leadership Team

KEY RESPONSIBILITIES

FINANCIAL & GENERAL ACCOUNTING

- Maintain and oversee general ledger accuracy in Blackbaud Financial Edge NXT; ensure compliance with GAAP and school policies.
- Prepare monthly reconciliations, financial schedules, and support the CFOO with financial reporting and budgeting.
- Support annual financial and 403(b) audits by preparing workpapers, schedules, and documentation.
- Recommend process and system improvements to strengthen controls and efficiency.



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TUITION BILLING & FACTS MANAGEMENT

- Manage all aspects of tuition billing through FACTS, including new enrollments, re-enrollment deposits, contract changes, and financial aid adjustments.
- Coordinate with Enrollment Management to ensure clean account setup and accurate billing throughout the year.
- Lead monthly reconciliation of tuition, fees, and deposits to accounting records.

CASH RECEIPTS & REVENUE TRACKING

- Record and reconcile all non-tuition receipts (donations, program income, event revenue, auxiliary services, etc.).
- Collaborate with Development, Auxiliary Programs, and Finance staff to ensure correct classification of earned and contributed revenue.

PAYROLL & EMPLOYEE ACCOUNTING

- Manage and process monthly payroll through ADP Workforce Now, ensuring accuracy of compensation, deductions, and benefits.
- Maintain system records, monitor retirement plan contributions, and ensure compliance with reporting requirements.

ACCOUNTS PAYABLE & VENDOR MANAGEMENT

- Oversee invoice processing, employee reimbursements, purchasing card submissions, and vendor payments.
- Maintain vendor records, ensure proper documentation and controls compliance, and support 1099 reporting.

IDEAL QUALIFICATIONS

REQUIRED:

- Bachelor's degree in accounting, finance, or related field
- Minimum 5 years of progressive accounting experience
- Experience managing general ledger, payroll, AP/AR, reconciliations, and reporting
- Demonstrated ability to own processes in a small accounting team
- High levels of integrity, confidentiality, and attention to detail

PREFERRED:

- CPA certification
- Experience in nonprofit, independent school, or mission-driven organization
- Familiarity with Blackbaud Financial Edge, FACTS Tuition Management, ADP Workforce Now
- Experience improving systems and implementing internal controls
- Strong communication skills and ability to explain financial matters to non-financial stakeholders

WHY JOIN ST. ANNE'S?

- Work within a **values-based, mission-driven community** committed to character, care, and service
- Make a lasting impact as the **financial backbone of the school**
- Enjoy a **small-business-office environment** with meaningful collaboration



- Competitive compensation, comprehensive benefits, and professional development support

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions and privileges of employment.

SALARY RANGE & BENEFITS

\$90,000 - \$105,000 Annually (Commensurate with Experience and pro-rated for length of assignment)

St. Anne's offers a competitive benefits package which includes medical, dental and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch and tuition assistance.

Interested candidates can send their cover letter, resume, and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.