JOB TITLE: Associate Comptroller, Financial and Tax Reporting

POSITION SUMMARY:

Founded in 1778, Phillips Academy Andover is an independent, coeducational secondary school with an expansive worldview and a legacy of academic excellence. The school is seeking an Associate Comptroller for Finance and Tax Reporting for its Finance team. Reporting to the Director of Finance & Comptroller, the Associate Comptroller, Financial and Tax Reporting, is a key member of the Comptroller's team with primary responsibility for:

- Leading and supervising two employees,
- Preparing and/or overseeing Academy-wide tax financial and/or reporting (except for payroll taxes),
- Preparing Academy internal financial reports,
- Leading the Academy’s audit and tax initiatives,
- Preparing the audited financial statements, including footnotes,
- Preparing Form 990 and related support,
- Preparing support for Form 5500, and
- Preparing support for and/or review all federal and state reporting related to unrelated business income.

Additional essential functions include mentoring and developing direct reports and collaborating with other Comptroller and Investment Office team members. Establishing and maintaining a strong oversight and partnership with the Academy’s endowment custodian and Office of Academy Resources.

This position works collaboratively and collegially throughout the Academy community on matters related to financial transactions, restricted giving, and related accounting and tax compliance.

MINIMUM JOB QUALIFICATIONS:

- Bachelor’s degree required. CPA required.
- MBA or MST preferred.
- 5-7 years of progressive financial, accounting, and nonprofit experience with increasing scope and responsibility, preferably in an education or non-profit environment. Experience with a big four accounting firm strongly preferred.
- 3-5 years of proven effective leadership and team development skills.
- Excellent communication, organizational, and independent problem-solving skills are required.
• Substantial experience with tax issues related to non-profit entities including unrelated business income, foreign transfers, etc.
• Expert level Excel spreadsheet skills and Microsoft office required.
• Ability to manage multiple projects and priorities simultaneously.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES AND RESPONSIBILITIES:

In addition to the responsibilities outlined above, the Associate Comptroller will provide analytical and financial advice and support on special projects across business and administrative functions of the Academy; support the Trustee Audit and Finance committees; support the Director of Finance & Comptroller with other projects as necessary; develop, implement, manage and enforce effective internal controls, with special focus on controls over the Academy’s endowment; provide analytical and organizational support to the investment office; and provide analytical support for restricted gifts received by the Academy.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

• Exudes a positive attitude, high level of integrity, and embraces the mission of the Academy.
• Prior experience building and leading high-performance finance teams is essential.
• Expert knowledge of accounting, tax, and financial principles in a non-profit and/or academic setting.
• Excellent listening, written and verbal communication, and interpersonal and presenting skills.
• Creative, strategic thinker with an eye for streamlining and maximizing team effectiveness.
• Strong technical systems knowledge/background required, programming experience a plus.

SUPERVISORY RESPONSIBILITIES: Demonstrated experience in leading, developing, and managing a competent, effective and motivated staff of two. Direct supervision experience and interest in developing talent.

WORK ENVIRONMENT: Excellent compensation and benefits including participation in the school's 403b plan. Normal office conditions.

FOR CONSIDERATION: Please forward a Cover Letter, Resume, and the contact information for 5 professional references to:

Carolyn Stiles
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