



## **Controller**

Kingswood Oxford School is seeking a Controller to oversee the School's accounting and reporting functions, ensuring the integrity, accuracy, and timeliness of all financial reporting in compliance with all applicable standards and regulations. Reporting to the Chief Financial and Operating Officer, the Controller manages accounting functions, internal controls, budgeting support, audits, cash management, and compliance activities while supporting the School's mission and strategic priorities. The Controller serves as a key member of the Business Office and works collaboratively with administrators, department leaders, faculty, staff, and external partners.

Kingswood Oxford offers a competitive salary range of **\$100,000 – \$120,000**, commensurate with experience, along with a comprehensive benefits package.

### **Essential Duties and Responsibilities:**

- Direct the School's accounting functions, including general ledger, accounts payable, accounts receivable, payroll coordination, cash receipts, and account reconciliations.
- Establish and oversee monthly financial closing process, including producing accurate and timely monthly, quarterly, and annual financial statements and reports for internal and external constituents.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and applicable federal, state, and local regulations.
- Maintain and strengthen internal controls and financial procedures.
- Oversee and direct the external audit process, including planning and coordination with external auditors, as well as preparation of various supporting schedules and reconciliations.
- Responsible for coordinating and compiling all information required for preparation of annual tax returns and other regulatory reporting requirements. Prepare and coordinate the annual financial statements and related schedules for the School's retirement plan, ensuring timely completion of the annual audit and filings
- Ensure compliance with payroll tax reporting and applicable employment regulations.
- Oversee and support the annual budget development and monitoring process, ensuring adherence to departmental operating budgets and institutional financial guidelines.
- Work collaboratively with department heads on budget development and expense management.
- Support forecasting, financial modeling, and long-range planning initiatives.
- Assist the CFOO in the direction and management of the School's treasury activities, including oversight of cash and investment accounts, as well as managing draws and repayments on the School's line of credit, as appropriate.
- In connection with the Director of Enrollment Management and CFOO, develop the institutional financial aid budget, including the management and allocation of financial aid to new and returning students.
- Provide oversight of student billing, collections, and financial aid accounting processes.
- Assist in developing financial aid packaging strategies that optimize the use of need-based aid to achieve enrollment goals.
- Work closely with Institutional Advancement Office to reconcile gift receipts and donor fund balances.
- Prepare and maintain endowment and investment unitization schedules for internal and external financial statements.



- Maintain appropriate documentation and record retention policies.
- Partner with School leadership to ensure operational efficiency and financial transparency.
- Supervise and mentor Business Office staff.
- Support a positive, service-oriented culture within the School community.
- Other duties as assigned.

#### **Qualifications:**

- Strong knowledge of GAAP, nonprofit accounting, and internal controls.
- Experience with budgeting, financial reporting, and audit coordination.
- Familiarity with independent school operations and tuition-based financial models preferred.
- Proficiency with financial systems including Microsoft Office applications.
- Strong analytical, organizational, and problem-solving skills.
- Excellent interpersonal and communication skills (both written and verbal), with the ability to work effectively across all levels of the organization.
- Ability to manage multiple priorities and deadlines.
- Commitment to confidentiality, professionalism, and customer service.
- Open, welcoming, and positive attitude with a desire to work collaboratively within a diverse and inclusive community.

#### **Education/Experience:**

- Bachelor's degree in Accounting or related field required.
- CPA or advanced degree preferred.
- Minimum of 5-7 years of progressive accounting or finance experience, preferably in an independent school, nonprofit, or educational environment.
- Supervisory experience preferred.

**Please submit a cover letter, resume, and reference to [jobopenings@kingswoodoxford.org](mailto:jobopenings@kingswoodoxford.org)**

#### **Our School**

Located in West Hartford, Connecticut, Kingswood Oxford is a coeducational, independent day school for motivated students in grades 6-12. KO actively seeks to attract and welcome a diverse population of students, faculty, and staff, including differences in race, color, religion, nationality or ethnic origin, gender expression, gender identity, and sexual orientation. At KO we believe that a diversity of ideas and perspectives enriches our community and improves our understanding. We continually work to increase equity and access within our learning community and seek candidates who are similarly committed to this work. If you would like to join us in this work, we welcome your application.

#### **Kingswood Oxford School Equal Opportunity Employer and Anti-Discrimination Statement**

Kingswood Oxford School provides equal employment opportunity to all individuals without regard to race, color, sex (including pregnancy, childbirth, and related conditions), age, disability, religion, national origin, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, political belief or activity, domestic violence victim status, status as a veteran or any other status protected by law. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits,



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social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.