



SAINT ANN'S SCHOOL

ASSISTANT CONTROLLER

POSITION ANNOUNCEMENT

Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1,100 students in preschool through high school, seeks an Assistant Controller, an essential role within the Finance Office. We seek a seasoned accountant with strong organizational skills and analytical thinking. The position requires an individual who works independently but collaboratively in a fast-paced office with multiple competing priorities among all levels of school faculty and administration. This position is highly visible throughout the organization and requires a person with the skills to communicate effectively at all levels across the school.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering more than 300 and 1090 students, Saint Ann's is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts.

RESPONSIBILITIES

- Responsible for the month-end close process. Work with the team to ensure an accurate and timely close. Work closely with the Advancement Office to ensure proper recording of contributions and restricted funds.
- Meet with managers on a regular basis to review spending, discuss budget changes, and review staffing.
- Ensure internal control policies are maintained and align with the policy manual.



- In conjunction with the Controller, lead the annual budgeting process for managers, working closely with them to understand current spending, predict future spending, and respond in a timely manner to questions.
- Responsible for maintaining the salary and benefit budgets, including preparation of the annual budget and quarterly projections, analysis and reporting, and maintenance of the proprietary salary budgeting database.
- Work closely with Human Resources to prepare annual employment contracts.
- Recommend changes to procedures to improve efficiency and accuracy.
- Other projects as assigned.

PROFESSIONAL REQUIREMENTS

- Degree in Accounting required. CPA required.
- 5+ years' experience in accounting required
- Working knowledge and recent experience with Blackbaud required
- Experience in independent schools and/or non-profit administration a plus
- High proficiency working with Microsoft Excel
- High level of organization skills with an attention to detail and deadlines
- Customer service focus with a strong ability to work across the organization to solve problems in a collaborative and supportive manner
- Think logically, make decisions and solve problems
- Maintain integrity and professionalism at all times

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

A cover letter and resume should be emailed to ac@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.