



Monarch Schools Project Controller

Monarch School:

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit www.monarchschoools.org.

Position Summary:

The Controller is responsible for the accounting operations of the organization and the development and implementation of financial systems.

Reporting Relationship:

The Controller reports directly to the MSP Chief Executive Officer (CEO) and coordinates and collaborates closely with members of the MSP Executive Team.

Supervisory Responsibilities:

The incumbent in this position will supervise the Finance department team members and consultants.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting Operations:

- Manage accounting, budgeting, audit, tax, debt management, and compliance activities.
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or international financial reporting standards.
- Recommends benchmarks that will be used to measure the company's performance.
- Produces the annual budget and forecasts; reports significant budget differences to management.
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
- Lead the preparation of the annual budget in coordination with CEO and other staff members.
- Monitor expenditures to ensure proper use of funds in conformity with the budget; specifically focusing on restricted funds.
- Manage cash and investment funds.
- Reconcile all cash and investment accounts.
- Interface with outside firms to coordinate the annual financial audit and completion of the annual tax return.

- Ensure regulatory compliance with IRS, California Attorney General, Registry of Charitable Trusts and local agencies. Ensure board compliance with corporate by-laws and tax reporting guidelines for non-profits.
- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
- Management of insurance policies.
- Performs other related duties as necessary or assigned.

Fiscal Responsibility:

- Establishes and administers and manages profit and loss of the Administration budget.
- Reviews and approves cost control reports, cost estimates, and staffing requirements for projects.
- Exercise signatory authority in the organization as needed

Supervisory Responsibilities:

- Manages and trains staff in the department.
- Oversees the daily workflow of the Finance Department.
- Provides constructive and timely performance evaluations.

General Responsibilities:

- Serve as a role model by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Kids Come First” at all times.
- Protect student and employee rights, safety, health, privacy, welfare and best interests at all times.
- Participate in professional development.
- Assist in maintaining records and files.
- Operate equipment such as copy machines, computers and audiovisual equipment.
- Performs other duties and projects as assigned.

II. EDUCATION

- A Bachelor’s degree from a four years college/university (major in business, finance, accounting or other related major is preferred).
- Certified Public Accountant or Certified Management Accountant designation preferred.

III. EXPERIENCE

At least five years of related experience in a finance leadership position is required.

IV. CERTIFICATES AND LICENSES

A valid California driver’s license is required.

V. SKILLS AND ABILITIES

Leadership Ability:

Strong supervisory and leadership skills with extensive knowledge of the principles, procedures, and best practices in the industry, excellent organizational skills and attention to detail.

Language Ability:

Excellent verbal and written communication skills. Ability to write reports, business correspondence, and procedures. Ability to effectively present information in writing or verbally responding to questions from staff, teachers, volunteers, students, families and the general public.

Math Ability:

Strong data analytical and problem-solving skills. Ability to work with mathematical concepts, and apply these concepts, such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint) or related software.

VI. ACKNOWLEDGMENT

COVID-19:

MSP employees will be required to comply with the vaccination documentation requirements outlined in Monarch's COVID-19 policy as soon as practicable and as a condition of employment. If an accommodation is required, please notify HR as prior to start date.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch. The employee will experience prolonged periods of sitting at a desk and working on a computer.

Equal Opportunity Employment:

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

VII. COMPENSATION

This is a full-time, salaried position, with a salary range of \$96k to \$116k a year plus benefits.

VIII. APPLICATION PROCESS

To apply, please submit your resume and cover letter using the link below. You will be redirected to the Application Tracking System of our HR partner, Mission Edge:

<https://missionedge.clearcompany.com/careers/jobs/79f0f990-2d15-be76-ead7-4097da44209c/apply?source=2012670-CS-47258>