



Job Title: Controller

Status: Full Time Reports to: President

Location: District Office

Description of Duties

The controller is accountable for the accounting operations of Rainier Christian Schools and includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles and financial reporting standards.

REQUIRED PERSONAL QUALITIES

The Controller shall:

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

ESSENTIAL FUNCTIONS

The Controller:

Accurately post all accounting entries and transactions on a regular basis

Reconcile Bank Statements for all cash accounts

Reconcile Accounts Payable/Accounts Receivable and Payroll systems

Prepare monthly Financial Statements:

- P&L
- Balance Sheet
- Cash Flow Reports

Prepare required managerial financial reports and analysis-Actual to Projection reports

Manage the year-end audit process

Prepare audit schedules and provide documentation support as requested

Provide miscellaneous reports as requested

Work collaboratively with HR and Student Accounts

PHYSICAL REQUIREMENTS

The Controller:

- Handle work which deals mostly with people, objects, and equipment in a general setting
- Be able to think innovatively when tasks are not governed
- Handle tasks with energy and good organizational skills