



**Position Profile**  
**Controller**  
**Maret School**  
Washington, DC

Maret School seeks a talented, experienced Controller to manage the day-to-day operations of the Business Office and the school's accounting functions. This is an outstanding opportunity to join a school that has provided an exceptional and innovative environment for learners for over a century and lives its motto everyday: Noscere Vivere Est – "To Learn is to Live."

**About Maret School**

Our historic campus is in the heart of Washington, D.C. and offers a unique setting, where 650 students K-12 and faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. At Maret, everyone seeks a broader perspective – an expanded understanding of each other, our community, and the larger world. Equity and inclusion are at the heart of all we do.

Maret School's mission is to ignite our students' potential; foster their academic, artistic, and athletic talents; and promote their well-being. Through our School Philosophy, Maret:

- Provides a vigorous and dynamic curriculum that values innovative approaches to learning and instills a devotion to academic excellence and a love for discovery and exploration.
- Believes that social and emotional development is central to students' well-being and success and encourages students to tackle challenges in a culture of nurtured risk taking.
- Sustains an inclusive community that embraces diversity of perspective, experience, identity, circumstance, and talent.

Maret is a learning community that values Respect, Integrity, Excellence, Creativity, The Individual, Connectedness, and Joy. Our Strategic Directions 2017 – 2022 will further propel Maret along a trajectory as a truly outstanding independent school. Maret will continue to be sustainable, nimble, and relevant as we embrace our future in a fast-changing world. We use three guiding principles for decision-making over the coming three years: 1) Advancing a Maret Education in the 21<sup>st</sup> Century, 2) Supporting Our Students' Success, and 3) Connecting to Our Communities.

Governed by a 28-member Board of Trustees, Maret School has an annual budget of \$35M and engages 140 diverse and talented faculty members. For more information, please visit our website at <https://www.maret.org/>.

**Position Summary**

Reporting to the Director of Finance & Operations, the Controller is responsible for financial planning, financial reporting, and budget management functions. The Controller ensures timeliness and accuracy for the general ledger and internal control structure so that Maret School operates in a highly professional and compliant manner.

**Key Responsibilities**

The Controller will join a cohesive, collaborative team that embraces a generosity of spirit; brings a passion for the school, our mission, and our values; and appreciates the opportunity to engage with smart and inclusive colleagues. Specific responsibilities include:

*Accounting*

- Monitor and support business office members responsible for accounts payable, accounts receivable, and payroll and benefits.
- Review all financial statements and trial balance for accuracy.

- Reconcile monthly and quarterly balance sheet accounts for the school's bank accounts, including investments and endowments.
- Utilize Maret's accounting and financial systems and ensure that the information entered is accurate and up-to-date.
- Work closely with payroll services to review and confirm bi-weekly payroll.
- Prepare additional financial analysis and reports as needed for Maret.

#### *Budget, Financial Reporting, Audit*

- Monitor bank and investment accounts daily.
- Prepare and maintain cash forecasts.
- Prepare monthly actual budget reports to department, keeping senior leadership informed on Maret's finances.
- Work closely with the Fundraising Department to report gifts received.
- Prepare quarterly GAAP financial statements and cash budget analysis.
- Present accurate and timely financial information to the Finance Committee.
- Support the annual budgeting and planning process, including the preparation of the annual budget and financial forecasts.
- Ensure compliance with local, state, and federal reporting requirements, as well as maintain all accounting and tax records.
- Lead the preparation of audit schedules for annual audit and liaise with independent auditors around required documentation, such as the annual IRS Forms 990 and 990-T.
- Provide financial data for annual surveys for National Association of Independent Schools (NAIS) and National Business Officers Association (NBOA).

Maret currently uses the following systems: Veracross (student information systems), TADS (tuition management and financial aid), Ravenna (admissions), BlueSnap and Authorize.net (payment processing). The organization uses Microsoft Office and G Suite products for its enterprise cloud server and related productivity tools.

### **Experience and Attributes**

Ideal candidates for this position will share our commitment to Maret's mission and will bring a variety of experiences and attributes to Maret, including:

- 5+ years' experience as a Controller, preferably in an independent school setting.
- General accounting knowledge including investment accounting, consolidations and intercompany eliminations, multi-entity environment, contract administration, deferred tax accounting, allocations management, and accrual to cash accounting.
- Proven track record of advancing accounting operations, reporting, and forecasting.
- Excellent interpersonal communication skills and ability to communicate effectively.
- Ability to listen, ask questions when clarification is needed, and display critical thinking skills.
- Highly organized, reliable, and possess strong attention to detail and exceptional time management skills; ability to complete projects accurately and within deadlines.
- Knowledge of accounting and reporting software and experience with Veracross preferred.
- Personal qualities of generosity of spirit, a curiosity and a passion for Maret's mission.
- Bachelor's degree in Accounting. CPA preferred or MBA.

### **Application Process**

Salary will be commensurate with experience and includes a generous benefits package. To apply, upload resume, cover letter, and salary requirements by clicking [here](#). Please direct all inquiries to Raffa-Marcum's Nonprofit & Social Sector Group, who is conducting the search. Contact: Ginna Goodenow-Schirf, [Ginna.Goodenow-Schirf@marcumllp.com](mailto:Ginna.Goodenow-Schirf@marcumllp.com).

***Maret School stands firmly behind the principle that the admission of students, the employment of faculty, the operations of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, or sexual orientation. We believe that this principle is both firmly grounded in the spirit of American democracy and in keeping with the civil responsibilities of an independent school.***

***Every Maret employee must abide by our Code of Conduct: <https://www.maret.org/about-us/code-of-conduct>***

**About Raffa – Marcum’s Nonprofit & Social Sector Group**

On behalf of Maret School, Raffa – Marcum’s Nonprofit & Social Sector Group is working with Maret School to advance the search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious institutions like Maret School.