
Controller

Company: Athlos Academies

Reports to: Chief School Finance Officer

Classification: Full-time, salary, exempt

Benefits: Yes

Compensation: DOE

Position Overview

The Controller position will be responsible for the successful financial operations of Athlos Academy charter schools across the United States. This position will be an integral component of the day-to-day accounting operations of the schools, including accounts payable, payroll, procurement and revenue receiving. This position will work closely with the Chief School Finance Officer in assuring that financial operations are aligned with Athlos best practices.

Duties and Responsibilities

- Act as a resource to Athlos Academy staff and the local school board on charter school law and operations associated with finance
- Assist with operational aspects associated with our current schools, including assisting with accounting operations such as the processing of accounts payable, payroll, cash receipting, and budget development and adjustment
- Work with Human Resources staff at our schools on benefit plan designs, appropriate billing, and payroll liability reconciliation
- Work with Athlos Academy schools to adhere to new hire processes, including managing new hires and their associated benefits as well as ensuring their payroll is processed in a timely manner
- Work with Athlos Academy schools to maintain cash disbursement processes which align with Athlos Academies best practices and ensure that disbursements are processed in a timely manner
- Work with Athlos Academy school staff to ensure accounting transactions are recorded correctly and coded appropriately
- Work with Athlos Academy school staff to account for, and learn to minimize necessary adjustments
- Work with Chief School Finance Officer on development of processes and procedures for all business functions which align with best practices of GFOA
- Work with Chief School Finance Officer and independent auditors to ensure individual schools issue audited financial statements in accordance with GAAP



Qualifications and Experience

- Experience working in the accounting profession, including experience providing accounting and financial services to internal and external customers
- Prior experience in public accounting a plus
- Experience working with boards and administration with accounting operations and financial management items
- Experience working in an educational environment a plus
- Experience with project management and procurement
- Ability to work well in a team environment and individually

Educational Background

- Degree in Accounting or a degree in Business, with an accounting specialization.
- Masters degree and/or CPA a bonus

Skills/Intangibles

- Ability to complete tasks with high fidelity with a minimum amount of supervision.
- A desire to learn – this position will change every day and a desire to learn and take on new challenges is essential
- A positive attitude and a desire to have fun at the office
- A love for education and for learning and making an impact on the students of today and tomorrow

TO APPLY: Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org

CONTACT: Athlos Academies Headquarters: 918 W. Idaho St. | Boise, ID | 83702

Office: (208) 519-4000 **HR Fax:** (208) 917-4626 **Web:** www.athlosacademies.org

EQUAL OPPORTUNITY EMPLOYER: Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.