



**Bellarmino**  
College Preparatory

## **Controller**

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California, invites applications for a full-time Controller to join the Business Office. The Controller, in collaboration with and under the direction of the CFO, will coordinate and lead the Tuition Assistance Program and the General Accounting functions, which include Payroll, Accounts Payable, Accounts Receivable and General Ledger.

The Controller will have extensive and proven knowledge of accounting principles, the ability to perform complex accounting transactions and reconciliations, maintaining internal controls, provide regular financial reporting and associated analyses.

The Controller must also possess a high degree of initiative, attention to detail, and follow through, as well as the ability to adjust to changing requirements and priorities.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Manages accounting close cycle; continually evaluates process flows and modify as appropriate to ensure efficiency without sacrificing internal controls
- Leads the School’s fiscal year-end close; coordinates and communicate timing; ensure that deadlines are met for year-end audit and other reporting requirements
- Review and/or prepares journal entries to ensure proper accounting treatment coding is accurate and includes proper backup support
- Researches and resolves accounting issues and discrepancies, on an add needed basis, coordinates accounting treatment with auditors
- Supports tax preparers and/or files tax returns in a timely manner and includes income, sales/use, payroll and property tax returns
- Responsible for full general ledger reconciliation and the preparation/distribution of associated financial and other ad-hoc reports in a timely manner
- Manages annual financial and retirement plan audit process, interfaces directly with auditors, and ensures that various audit schedules milestones are satisfied
- Develops and presents annual departmental operating budgets and issues monthly budget performance reports
- Updates monthly cash show forecast
- Manages, participates in, and/or supports annual audit(s), which includes Financial, 403B and Workers’ Compensation
- Research and stay informed with accounting, tax and other governmental matters
- Prepares regular Audit Committee presentations, directly supports Audit Committee Chair
- Fills in for CFO on various accounting matters
- Acts as primary interface with Bank, Auditors, Tax Preparers, Tuition Management, Tuition Assistance and Payroll processing providers
- Participates in the design and/or implementation of new accounting department processes and/or projects

- Leads staff to assume increasing responsibility and encourage them to work independently
- Other duties may be assigned

#### **Minimum Qualifications/Skills:**

- Bachelor's degree in related business field or combination of education, experience and training that provides the required knowledge, skills, and abilities
- Proven ability to work both independently and collaboratively
- Superior analytical and problem-solving skills
- Excellent organizational and time management skills, ability to consistently and pro-actively manage expectations
- Experienced with using Blackbaud/Financial Edge Accounting Software and ADP
- Highly experienced/proficient with Microsoft Office
- Excellent written and verbal communication skills
- Exceptional interpersonal skills
- Commitment to understand and willingness to support Bellarmine's distinctive Jesuit educational vision and institutional values of competence, conscience and compassion in pursuit of its mission and goals
- Active CPA license a plus
- Prior auditor experience a plus
- Bi-Lingual (Spanish) a plus

#### **Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time and/or on a mobile device/laptop

#### **General Information:**

- This position is classified as Regular Full-Time Exempt; employees in exempt positions are expected to work as many hours as their job responsibilities require, which may include evenings and weekends
- Compensation: \$165k - \$190K/year
- This position is eligible for Bellarmine's excellent benefits package
- A hybrid work arrangement will be considered after the first 180 days of regular employment

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#### **To Apply Online:**

Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Staff Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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