



Comptroller

Tessellations School is an independent institution dedicated to fostering a learning environment that supports gifted students. Our philosophy centers on holistic development, where academic excellence is complemented by creativity, individuality, and balance. We seek a **Comptroller** who will ensure financial integrity while aligning fiscal operations with our vision, mission, core values, and beliefs.

Reports To: Acting Head of School

Position Type: Full-Time, Exempt

Position Summary

The Comptroller will oversee all financial operations, ensuring accuracy, compliance, and strategic alignment with Tessellations School's vision, mission, core values, beliefs, and strategic priorities. This role involves managing the school's budget, financial reporting, payroll, and internal controls while collaborating with the Head of School and Board of Trustees to promote fiscal health and sustainability.

Key Responsibilities

Financial Management

- Prepare and manage the annual budget in collaboration with the Head of School and administrative team.
- Monitor and report on budget performance, providing monthly and quarterly financial reports to the Head of School and Board of Trustees.
- Analyze financial data to inform strategic decision-making and resource allocation.

Accounting and Compliance

- Oversee all accounting functions, including accounts payable, accounts receivable, payroll, and bank reconciliations.
- Ensure compliance with federal, state, and local financial regulations and reporting requirements.
- Prepare and oversee annual audits, working closely with external auditors.
- Manage restricted and unrestricted funds to align with donor and grant requirements.

Risk Management

- Develop and enforce internal controls to safeguard the school's financial assets.
- Assess and manage financial risks, ensuring compliance with policies and regulations.
- Serve as the primary liaison for financial matters with external organizations, including banks, auditors, and vendors.

Leadership and Collaboration

- Provide financial insights and recommendations to the Head of School, Board of Trustees, and finance committee.
 - Support fundraising efforts by preparing reports and ensuring proper stewardship of funds.
 - Train and oversee business office staff, ensuring efficient and accurate performance.
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Qualifications

Education and Experience

- Bachelor's degree in Accounting, Finance, or a related field (CPA or master's degree preferred).
- Minimum of 5 years of experience in financial management, preferably in an educational or nonprofit setting.
- Experience managing audits and working with boards or governing bodies.

Skills and Abilities

- Strong knowledge of nonprofit accounting standards (e.g., GAAP, FASB).
 - Proficiency in accounting software and Microsoft Office Suite, especially Excel.
 - Excellent analytical, organizational, and problem-solving skills.
 - Exceptional communication skills with the ability to present complex financial information clearly to non-financial stakeholders.
 - Commitment to Tessellations School's mission, values, and community.
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Work Environment

- Office-based with occasional evening or weekend commitments for board meetings and school events.
 - Collaborative, mission-driven environment where input and innovation are valued.
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Compensation

Salary range: \$127,000 - \$148,000

Salary is competitive and commensurate with experience. Benefits include medical, dental, vision, life, 401(k), flexible spending account, paid time off, holidays, school breaks, tuition remission, and professional development opportunities.

Application Process

To apply, please submit a resume, cover letter, and three professional references to careers@tessellations.school. Applications will be reviewed on a rolling basis.

Equal Opportunity Employer

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.