

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: **Controller**
LOCATION: **Idyllwild, CA**
REPORTS TO: Chief Financial Officer
STATUS: Full-Time Exempt
SUPERVISES: Finance Office

The Controller manages the day-to-day finance and accounting operations within the Business Office, including quality control, and staff supervision. The Controller performs both review-level and transaction-level work. The Controller supervises all accounting and auditing functions while preparing the monthly financial report package and variance analysis. This position oversees the finance and accounting function in conjunction with the Chief Financial Officer (CFO).

Essential Duties and Responsibilities

- Maintain a system to ensure the timely and accurate compilation of financial data for reporting the School's financial position and operations to School Employees, Administrators and the Board of Directors.
- Oversee the functions of tuition collections, financial aid, general ledger, cash receipts and accounts payable and Payroll.
- Develop the annual budget.
- Conduct projection analyses periodically during the year and keep CFO informed of the results.
- Conduct employee performance evaluations as needed, with a minimum of once per year.
- Supervise the Sr Accountants, Accountant and Accounting Assistant, in accordance with the school's policies.
- Assist in the preparation of the yearly operating budget and budget projections. Monitor budgets.

EDUCATION/EXPERIENCE

- Bachelor's Degree in accounting, finance or business administration (Masters or CPA preferred)
- At least 5 years of accounting experience; not-for-profit and/or independent school experience preferred
- At least 3 years' experience supervising other people
- Hands-on experience with at least one major accounting system, preferably Blackbaud

SKILLS

- Demonstrated understanding of generally accepted accounting principles in a not-for-profit setting.
- Proficient in internal controls testing and documentation.
- Strong analytical skills and ability to correlate financial and operational data.
- Strong GL accounting and report writing experience.
- Proven ability to develop salient reporting and analysis tools and/or join various data sources to manipulate complex data.
- Ability to manage moderately complex treasury portfolios.
- The ability to read, analyze and interpret complex financial reports, as well as the ability to respond to all financial inquiries or complaints from the parent body, CFO, and/or other members of the school community.

- Proficiency with accounting software, preferably Blackbaud.
- Proficiency with computers and computer software, particularly Excel (advanced skill level), Word, Outlook, Internet Explorer.
- Ability to perform basic and complex mathematical computations as required to perform proper financial analyses is required.
- The ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to interpret an extensive variety of data and deal with several abstract and concrete variables in the course of day-to-day activities.
- Excellent verbal, written, and organizational skills.
- Demonstrated ability to work collaboratively with diverse populations, including students, parents, and faculty.
- Flexibility to occasionally work long hours, including attendance at weekend and evening events.
- Ability to work on confidential matters.

Physical Demands/Work Environments

- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Reaching with the hands and arms and use of hands to manipulate a computer keyboard and mouse;
- Must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain, climb stairs while moving about campus, bend and stoop, and provide their own transportation for local and remote events.

OTHER REQUIREMENTS

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months. Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal May 31, 2019
 Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer