



# CISTERCIAN PREPARATORY SCHOOL

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**Job Title:** Controller

**Department:** Business Office

**Location:** Irving, Texas

**Date Posted:** 9/8/26

**FLSA status:** Exempt

**Reports to:** Director of Finance

**Position Type:** Full-time

**Start Date:** Immediately

## OVERVIEW

Cistercian Preparatory School (Cistercian) is an independent Catholic preparatory school near Dallas, Texas, educating boys grades 5-12 through an all-honors curriculum. Enrollment is 358 students on average. Cistercian is rooted in the life and spirit of Catholic monasticism. It offers talented and motivated young men challenging programs within a supportive community, allowing them to develop their strengths and face their weaknesses in preparation for college and life beyond, all for the good of the whole person in service to God and neighbor.

## SUMMARY

The Controller is the individual primarily responsible for maintaining accurate financial records and supporting the day-to-day accounting and financial operations of the School. This position performs general ledger accounting, cash management, bank reconciliations, accounts payable support, tuition and student-accounting functions, gift and development accounting, financial reporting, audit preparation, and regulatory compliance.

The Controller works closely with the Director of Finance, Headmaster, Development Office, Admissions and Enrollment, Human Resources, faculty and staff, families, vendors, auditors, and financial institutions. The position requires a high degree of accuracy, confidentiality, integrity, organization, and customer service.

## RESPONSIBILITIES

### General Accounting & Financial Records

- Maintain accurate and timely accounting records in accordance with generally accepted accounting principles and School policies.
- Record daily financial transactions, including cash receipts, checks, electronic payments, ACH transactions, gifts, transfers, and journal entries.
- Prepare journal entries, account reclassifications, and interfund or project transfers for approval by the Director of Finance
- Maintain the chart of accounts and ensure transactions are recorded to the appropriate accounts, funds, departments, and projects.
- Perform monthly account reconciliations and investigate and resolve discrepancies.
- Assist with month-end and year-end closing procedures.
- Maintain organized and complete financial documentation and supporting schedules.

### Cash Management & Banking

- Record and reconcile cash, check, credit-card, online, and electronic income.
- Reconcile operating, payroll, development, and other School bank accounts for approval by the Director of Finance
- Prepare and make cash deposits in accordance with School policies and internal-control procedures.
- Record transfers between bank accounts, funds, and projects.
- Maintain check logs, Positive Pay activity, and other banking records.
- Support compliance with PCI requirements and applicable banking regulations.
- Maintain appropriate segregation of duties and internal controls over cash and banking activities.

**Tuition & Student Accounts**

- Maintain the School's student billing and tuition-management system.
- Record and reconcile tuition, fees, financial aid, and other student charges to the general ledger.
- Monitor tuition billing, collections, delinquent accounts, withdrawals, refunds, and adjustments.
- Respond timely, professionally, and confidentially to family questions regarding tuition accounts and billing.
- Work with Admissions, Enrollment Management, Financial Aid, and School administration to ensure accurate student-account information.
- Assist with annual enrollment, tuition-setting, and system-integration processes.
- Investigate and resolve discrepancies between the student-information/tuition system and the general ledger.

**Accounts Payable & Credit Cards**

- Assist with sales-tax reporting and other regulatory filings.
- Serve as backup support during the absence of the Accounts Payable Specialist or during peak periods.

**Development & Gift Accounting**

- Record and reconcile gifts received by cash, check, credit card, ACH, online giving, securities, and other methods.
- Reconcile development and gift-related bank accounts and systems.
- Ensure gifts are properly recorded by donor, fund, restriction, campaign, and accounting classification.
- Reconcile development records to the general ledger.
- Support the Development Office with gift reporting, reconciliations, and financial documentation.
- Assist with capital campaign and restricted-fund reporting.
- Provide financial information for donor and development reporting while maintaining strict confidentiality.

**Payroll & Employee Benefits Support**

- Reconcile payroll accounts and related general ledger activity.
- Assist with payroll-related journal entries, benefit accounting, and reporting

**Audit, Compliance & Regulatory Reporting**

- Prepare schedules, reconciliations, supporting documentation, and reports for the School's annual financial audit.
- Work with external auditors and provide requested information in a timely and organized manner.
- Support audits and reporting related to tuition, cash, restricted funds, and internal controls.
- Support compliance with IRS requirements, sales-tax requirements, 1099 reporting, unclaimed-property requirements, and other applicable regulations.
- Maintain appropriate records in accordance with the School's document-retention policies.
- Assist with implementation and monitoring of internal financial controls.

**Internal Controls & Risk Management**

- Follow and help strengthen established financial policies and procedures.
- Identify discrepancies, unusual transactions, and potential control weaknesses and communicate them to the appropriate administrator.
- Maintain confidentiality of student, family, donor, and School financial information.
- Ensure financial records are properly secured and retained.

## **Administrative & Professional Responsibilities**

- Maintain current knowledge of accounting standards, independent school business practices, technology, and applicable regulations.
- Participate in professional development and continuing education.
- Attend appropriate School and Business Office meetings.
- Support the Business Office during special projects, system implementations, audits, enrollment periods, and year-end activities.
- Respond to all in a timely manner and communicate in a clear and professional manner, maintaining positive relationships with families, employees, vendors, donors, auditors, and School administrators.
- Perform other duties as assigned by the Director of Finance.

## **Qualifications**

### **Required**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Accounting experience with demonstrated knowledge of general ledger accounting and financial reporting. Fund accounting is desirable.
- Strong proficiency in Microsoft Excel and Microsoft Office.
- Excellent attention to detail and accuracy.
- Strong organizational and time-management skills.
- Ability to handle confidential information with discretion.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a school environment.
- Must be able to pass a comprehensive background and credit check.

### **Preferred**

- Experience working in an independent school, nonprofit, educational institution, or similarly complex organization.
- Experience with tuition-management systems such as FACTS or similar platforms.
- Experience with accounting systems (non-profit financial software systems, particularly Veracross, is a plus), payroll systems, online giving platforms, and banking/merchant-service systems.
- Experience with restricted funds, donor accounting, financial aid, and capital campaign reporting.
- Experience supporting an annual financial audit.
- CPA, CMA, or other professional accounting certification is a plus.

## **Key Attributes**

The successful candidate will demonstrate:

- **Integrity and discretion** when handling sensitive financial and personal information.
- **Accuracy and attention to detail** in all accounting and reporting activities.
- **Accountability and reliability** in meeting deadlines and maintaining financial controls.
- **Service orientation** when working with families, faculty, staff, vendors, and administrators.
- **Collaboration** across the Business Office and other School departments.
- **Problem-solving ability** and sound financial judgment.
- **Adaptability** in a dynamic independent school environment.
- **Commitment to the mission and values of the School.**

**Success in the Role**

Success in this position is demonstrated by accurate and timely financial records, reconciled accounts, reliable tuition and gift reporting, well-maintained documentation, effective internal controls, timely audit support, regulatory compliance, and responsive service to the School's families, employees, administrators, and other stakeholders.

Cistercian Preparatory School does not discriminate based on race, color, creed, national, or ethnic origin in the administration of its employment, admission and education policies, financial aid programs, athletic programs, and other activities.

Please direct all inquiries and resumes to Lisa Richard at Cistercian Preparatory School ([lrichard@cistercian.org](mailto:lrichard@cistercian.org)) and visit <https://school.cistercian.org> for additional information about the School.