

The Purpose and Ministry of the Controller

The Controller shall direct the fiscal and human resources of Lutheran High's overall accounting, payroll and accounts payable operations. The prime responsibility is to ensure that all financial operations are conducted in compliance with state, governmental and tax code rules and requirements as part of stewardship of the resources entrusted to the school.

Accountability

The Controller is accountable to the Head of School of Lutheran High School for the performance of his/her responsibilities of LHS's business, accounting and payroll operations. Annual performance goals will be established.

Terms of Service

The Controller is an "at will" employee, a status understood under Missouri law to be one in which the relationship between the school and the Controller may be terminated at any time with or without cause. It is assumed that, given a positive performance review, employment will be ongoing. Salary and benefits are established by the current compensation model as outlined in the current Personnel Handbook and chosen by the employee. This position is full time.

Christian Witness Characteristics

- Is dedicated to Christ-centered service to young people and their families, models love and care for youth, and is trustworthy in relationships and commitments
- Is conversant in and committed to the doctrines of the Lutheran Church-Missouri Synod and dedicated to promoting the Christian faith through the ministry of Lutheran High School
- Focuses on the common unity in Christ that is shared at Lutheran High School
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in professional & personal activities, integrating his/her life with God's grace
- Conveys the Association's mission to others with passion and communicates effectively in clear and direct written and spoken language

Positional Qualifications

The ideal candidate will:

1. Be a member of a congregation of the Lutheran Church – Missouri Synod
2. Possess a bachelor's degree in accounting or related field
3. Have a minimum of three years' experience with accounting and payroll or a related field
4. Have strong organizational skills and experience in computer applications, specifically QuickBooks
5. Have experience with report preparation, knowledge of general accounting principles and practices
6. Accept the school's statement of beliefs including those on marriage, gender, and sexuality, and sanctity of human life; and have a lifestyle that conforms to those beliefs
7. Pass a criminal background check

Positional Responsibilities

1. Receive, record and deposit all income for the school
2. Maintain tuition records and send statements as needed, be the school liaison with FACTs
3. Provide correspondence and maintain records of scholarships and financial aid awards
4. Maintain ledgers of congregational assessments and payments
5. Ensure accounts payable and purchasing documents are processed efficiently, accurately and in a timely manner
6. Assist in the projection of tuition, salaries and income vs. expense figures
7. Compile budget figures and edit as necessary
8. Serve as liaison with the external financial reviewer to ensure a thorough, accurate and timely annual review
9. Provide information for Workman's Compensation Audit
10. Provide requested financial reports to the Head of School in a timely manner
11. Provide requested monthly financial reports for the Board of Directors
12. Maintain activity account fund ledgers for all organizations associated with the school
13. Maintain financial records of Lutheran High per IRS guidelines

14. Ensure that payroll is conducted accurately, timely and meets all state and federal requirements regarding taxes and employee deductions
15. Prepare all contracts, call updates and stipend contracts
16. Administer Concordia Plan Services (including FSA enrollment) and be the liaison with staff
17. Keep current personnel records and files for all employees
18. Assist in the application and disbursement of federal title funds
19. Purchase and maintain supplies for the accounting office
20. Establish and maintains cooperative and harmonious working relationships with others
21. Establish annual objectives deemed appropriate by the Head of School
22. Perform other duties and responsibilities as needed and appropriate

Limitations

The Controller shall not

1. Place Lutheran High School in jeopardy by engaging in unethical or illegal practices.
2. Fail to keep the Head of School informed about the efforts of the Controller.
3. Fail to maintain confidentiality of school financial information, personnel records and information, tuition and student aid information.
4. Fail to communicate concerns regarding possible financial irregularities to the Head of School.
5. Fail to establish and maintain a positive, efficient workplace for those with whom he/she works.
6. Fail to allow the School's financial policies and procedures in the completion of his/her duties.
7. Fail to meet the criminal background check requirements.
8. Have a lifestyle that is contrary to the school's statement of beliefs including those on marriage, gender, and sexuality, and sanctity of human life; and shall not fail to annually formally affirm those statements.