



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704  
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**Job Title:** CONTROLLER  
**Reports to:** CHIEF OPERATING OFFICER  
**Job-Type:** FULL TIME, EXEMPT EMPLOYEE  
**Hours:** TYPICALLY, MONDAY-FRIDAY, 9AM TO 5PM

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The Texas Public Charter Schools Association is the voice of public charter schools in Texas. Its mission is to support and advocate for public charter schools to ensure every family has the ability to choose a high-quality public school. We work closely with Charter Schools Now (CSN), a 501(c)(4).

### A. Job Summary

The Controller is responsible for the daily accounting operations. This is a hands-on position ideal for someone who thrives in a fast-paced environment and is able to manage the day-to-day details as well as big picture concepts.

### B. Essential Job Functions

- Preparation of monthly financial statement packages includes but not limited to: creating and posting journal entries recorded to the general ledger, fixed asset depreciation and amortization roll-forward, in depth review of general ledger and income statement, in depth budget variance comment review, and balance sheet reconciliations
- Ensures internal and external deadlines are met and utilizes experience and industry knowledge to complete assignments in a timely and accurate manner
- Preparation and posting of monthly bank reconciliations including follow-up and correction of outstanding items
- Cash management for multiple bank accounts, including credit cards
- Process Accounts Payable
- Manage Accounts Receivable
- Process semi-monthly payroll
- Assist with the preparation of annual budget
- Assist with annual audit and tax returns
- Prepare financial analyses as needed
- Implementation and maintenance of internal controls over accounting transactions
- Documentation and maintenance of accounting policies and procedures
- Maintain MIP and other financial systems essential to the financial functioning of the Association
- Other responsibilities as delegated by management

### Other expected behaviors

- Maintain regular and punctual attendance
- Work cooperatively with others
- Work in an office environment
- Comply with all company policies and procedures

- Physical demands— sitting for long periods in an office setting, keyboarding for long periods, lifting up to 30 pounds as required, bending, driving, and other physical demands as needed

## C. Qualifications

### Skills/Qualifications:

- Excellent interpersonal and communication skills
- Excels at working with a diverse group of people
- Advanced knowledge of MIP
- Advanced Excel knowledge, including macros, vlookup and pivot tables
- Advanced understanding of accounting principles and ability to apply same to assignments, interaction with vendors, and team members
- Displays a high level of self-motivation, ability to multi-task and thrives in a deadline-oriented environment
- Ability to take initiative in solving routine/advanced problems
- Knowledge of charter schools and the charter movement desired, but not required

### Education

- BS degree in accounting or finance. In lieu of accounting or finance degree a BA/BS degree from a four accredited institution and extensive prior work experience in a related field
- 7+ years of experience in nonprofit accounting is required
- Masters degree is desired but not required

## D. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

## E. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

## F. Application

Qualified candidates should submit the following application materials in one PDF document:

- Resume describing your relevant experience and education
- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Applications should be emailed to Natalie Kaharick at [nkaharick@txcharterschools.org](mailto:nkaharick@txcharterschools.org)