



Job Title: Controller

Orange County Educational Arts Academy (OCEAA) is a TK-8 independent charter school specializing in dual language immersion programming which serves over 600 students. Our mission at OCEAA is simple: to nurture all learners to become creative, critical thinkers by providing high quality standards-based instruction through the arts, technology, language and culture.

OCEAA has a diverse population; approximately 70% of our students are low income, 50% are English Learners and 7% are Students with Disabilities. Grounded in our Habits of Character — integrity, compassion, courage, collaboration, and perseverance, OCEAA partners with [EL Education](#) as a national network school to create classrooms where students achieve content mastery in two languages and become active contributors in building a better world.

Schedule: Full time/ Professional Hours

Reports to: Executive Director

JOB SUMMARY:

The Controller supervises the accounting and HR functions and related staff; performs complex and technical accounting related to transactions to maintain the school's financial records in accordance with accounting standards; assists in budget planning and provides ongoing budget analysis and monitoring to ensure timely, accurate and compliant reporting. We are seeking an individual with CPA/high level accounting experience or a Business Manager/Fiscal Director experience.

RELATIONSHIP TO STUDENT ACHIEVEMENT:

This position supports student achievement by contributing to an efficiently run and fiscally responsible organization whose budget adequately supports the school's mission, vision and goals to improve student learning.

SUPERVISION OVER: Human Resources Manager and Accountant

DUTIES AND ESSENTIAL JOB FUNCTIONS: The Controller may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this position but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Supervises the accounting operational functions and staff including payroll, accounts receivables, accounts payables and other general accounting.
- Fosters fiscal communication between all departments in the school and outside providers to ensure quality control and accurate financial statements.



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



- Manages fiscal aspects of compliance reporting which include LCAP/BOP, mid-year reporting, Special Education, restricted government funding, etc.
- Serves as internal expert on all aspects of assigned grants (budgeting, G/L coding, reporting, etc.)
- Analyzes, consults and problem solves in collaboration within the school and outside providers on matters related to business, finance and operations.
- Serves as a strategic partner to Human Resources Manager and Executive Director regarding key organizational and management issues including project managing research studies.
- Assists with the performance evaluation process by supporting a practice of school wide evaluations and ensuring management is empowered to make evaluations meaningful for each employee.
- Prepares analytical, statistical and other reports as requested for internal or external sources.
- Reviews financial and budget procedures. Provides assistance in all phases of budget development including preparing/reviewing projections and supporting schedules, monitors and reports on budget data including revenue and expenditure account status.
- Recommends new or improved procedures, assuring efficiency and compliance with school policies and applicable government regulations.
- Attends board meetings (regular and special) as well as educational partner meetings (coffee chats, etc).
- Trains school staff to perform transactions according to requirements.
- Coordinates the annual financial audit by organizing the collection of information in various departments; reviews audited financial statements and corporate tax returns for accuracy and completeness.
- Organizes, supervises and shares in the work of department staff; assigns employee duties and reviews work.
- Trains and evaluates the performance of assigned personnel.
- Provides technical expertise, training and direction to administrators and personnel concerning accounting and budgetary function including facilitating monthly budget committee meetings.
- Performs related duties as assigned.

QUALIFICATIONS:

- Any combination equivalent to:
 - Bachelor's degree, and five (5) years experience in accounting, budget development, financial and human resources.
 - Excellent Finance and Accounting skills.
 - Strong communication and excellent analytical/written communication skills.
 - Knowledge of GAAP, business principles, and standard operating practices.
 - Charter school experience and/or Regional K-12 education system is highly desired.
 - Excellent organizational skills with attention to detail.



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



- Ability to work as a member of a team with the ability to self-start, prioritize and multi-task.
- Demonstrated ability to initiate and maintain effective and cooperative relationships with stakeholders.
- Computer skills and proficiency in MS Office (Advanced Excel)
- Three (3) years or more of supervisory experience preferred.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

- Knowledge, methods and procedures used to forecast, budget and account for program costs.
- Principles and practices of governmental budgeting; laws, regulations, budget and account for program costs.
- Knowledge of proper internal controls and audit principles and practices.
- Knowledge of human resources law, compliance requirements and best practices.

ABILITY TO:

- Work in a fast paced, high intensity work environment.
- Technical expertise in accounting, financial principals and procedures, especially as they pertain to governmental and California school district accounting.
- Ability to prepare clear, complete and concise financial records and reports, analyze accounting and budget data and make sound recommendations.
- Ability to operate standard office equipment including a computer and assigned software programs.
- Ability to work independently including applying initiative and judgment in resolving problems.
- Ability to consistently perform under the pressure of deadlines and other administrative demands.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Exercise sound professional judgment within general policy guidelines.
- Ability to efficiently plan, organize and supervise the work of department staff.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain a cooperative and effective working relationship with those contacted in the performance of required duties.
- Meet state and district standards of profession conduct as outlined in Employee Handbook policy.

PHYSICAL REQUIREMENTS:

- Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and finger to operate a computer keyboard, see to read, prepare documents and reports and view a computer monitor, sit or stand for extended periods of



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



time; bend at the waist, reach overhead, above the shoulders, and horizontally retrieve and store files, lift objects or supplies weighing up to 20 pounds.

Salary Range: \$70,000 - \$90,000

Classification: Exempt, 12 months

Funding: 100% of job duties will be funded from General Fund

COVID-19 considerations:

All employees are required to wear masks. All common surfaces and workplace areas are sanitized and disinfected. We follow the same local and state, safe and safety guidelines.



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org