

Controller
Boston, MA

PURPOSE STATEMENT

The renowned North Bennet Street School (NBSS), an esteemed Boston institution where the time-honored tradition of fine craftsmanship remains a vital influence on the City's culture and economy, seeks a collaborative and experienced Controller who can move seamlessly between tactical work and thought partnership to help the School reach ambitious goals, anticipate future needs, and establish best financial practices.

With a refreshed strategic plan underway and a newly forming operations team, this is a special moment to bolster finance and accounting systems and design integrated business processes to make it more fully possible for NBSS faculty, staff, and students to do their best work. This role is well-suited to a proactive, analytical, detail-oriented, and hands-on accounting and finance professional with a successful track record of teamwork, creative problem-solving and effective

CROSS-

RESPONSIBILITIES

- ” Manage all aspects of finance and accounting: financial statements, general ledger, cost accounting, AP/AR, invoices, budgeting, tax compliance, inventory accounting, and revenue recognition, with support from part-time Bookkeeper
- ” Comply with all local, state, and federal laws regarding finances, tax filings, and reporting.
- ” Maintain internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- ” Build and maintain a documented system of finance, accounting, and administrative policies to support program operations.
- ” Prepare quarterly/annual financial reports and manage fiscally responsible quarterly/annual budgets and forecasts.
- ” Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements and overall financial status.
- ” Partner with the Senior Director to staff the Finance and Audit Committees.
- ” Prepare and organize financial statements for record and review and coordinate all audit activity including the annual 990 process.
- ” Ensure compliance and reporting for grants, collaborating with the Director of Development and supporting program audits and grant writing activities.
- ” Manage organizational cash flow, forecasting by working in partnership with the administrative and program directors.
- ” Stay informed about changes in accounting standards for nonprofit organizations.
- ” Manage all full-time student accounts, collections, including payment plans and disbursement of financial aid, with support from the Academic Administrator, and Bookkeeper
- ” Reconcile Title IV disbursements to student accounts with COD data from the Financial Aid Office on a monthly basis.
- ” Manage Federal G6 system as the primary user and ensure Federal Funds bank account is segregated for G6 cash drawdowns only, including return of Title IV funds.
- ” Interface with counselors at the Department of Veterans Affairs to arrange receipt of veteran education benefits to appropriate student accounts.
- ” Manage refunds of payments to third party payers, including the VA and private lenders, and scholarship provided in accordance with NBSS and organization refund policies.

DESIRED QUALIFICATIONS

- ” 5+ years of progressively responsible finance and/or accounting experience in an educational setting or nonprofit with a similar finance structure.
- ” Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, internal controls, and GAAP.
- ” Prior work with federal funding and reporting, or the willingness to learn and develop a skillset in Federal Student cycle and compliance and reporting requirements, specifically in the areas of Title IV cash management and disbursement.
- ” Analytical ability to develop and implement improvements or recommendations including experience implementing automated accounting systems.
- ” Detail-

- ” Gracitas paired with kindness and professional integrity to effectively represent and promote NBSS externally at the highest levels.
- ” An appreciation for trade and craft and an understanding of the unique nature and mission of North Bennet Street School.

ABOUT NORTH BENNET STREET SCHOOL

NBSS was founded in 1881 by Pauline Agassiz Shaw, an American philanthropist and social reformer, to help immigrants achieve self-sufficiency through vocational and life skills training. More than a century later, NBSS has

To express interest in the position, please submit application materials consisting of a resume and letter of interest to nbss@pearlstreetcollective.com.

[Pearl Street Collective](#), the search firm with purpose, has been exclusively retained for this engagement. Adele Mezher, Maeve Clifford, Esmina Perdiew, and Jiberly Sandoval are leading the search. Pearl Street is an award-winning, retained executive search and talent strategy firm serving the nonprofit, education, and healthcare sectors. Women-owned and led by a diverse group of talented professionals who are deeply committed to equity in search, Pearl Street disrupts traditional search dynamics by practicing radical empathy; listening and learning from others' unique perspectives, lived experiences, and identities; and committing to transparency for all stakeholders. This purposeful approach informs every facet of Pearl Street's comprehensive search process that identifies exceptional talent, builds real relationships, and delivers an unparalleled, values-driven service that honors the whole person. For three consecutive years, Women of Color in Fundraising & Philanthropy (WOC) has named Pearl Street one of the Top Search Firms for Women of Color and Hunt Scanlon has included the firm in their 2024 shortlists of top recruiters for nonprofits and higher education. [Follow Pearl Street](#).

The Director of Finance role is a full-time, exempt, hybrid position offering a competitive salary commensurate with experience. NBSS offers a comprehensive and competitive benefits package including health and life insurance, STD, LTD, retirement plan and more.

Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

NBSS is committed to continuously cultivating and maintaining a welcoming and inclusive community where individual differences are expected, supported, respected, and valued. We embrace our obligation to improve our institution's culture, strengthen our partnerships, and positively impact the future of the industries for which we train. An equal opportunity employer, NBSS encourages applications from a diverse group of people. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will NBSS discriminate against qualified persons based on race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, disability, mental illness, genetics, marital status, age, veteran status, or any other basis prohibited under applicable law.