

# Little Keswick School, Inc.

## **Little Keswick School—Business Manager/Comptroller**

**About the School:** *Little Keswick School is a non-profit, special education therapeutic boarding school located outside of Charlottesville, Virginia with a rich history and a national and international reputation of excellence. For 54 years the school has provided individualized support for the academic, social and emotional growth of each student. Our small school provides nurturing relationships, intensive clinical interventions and an individualized education for 35 boys in our highly structured and safe environment. LKS accepts boys ages 9-15 at the time of enrollment from throughout the country and abroad who have a complex set of challenges and low average to superior intelligence.*

**Opportunity:** Little Keswick School seeks a Business Manager/Comptroller who will have oversight for all financial components of the school under the direction of the Headmaster. They are responsible for all recordkeeping, including ledger and bank account reconciliation.

### **A successful candidate will:**

- Have prior established work experience as a Controller/Comptroller
- Have software proficiency in QuickBooks, Excel, Word, and accounting software
- Possess excellent decision and time management skills; ability to work under pressure and meet all deadlines
- Possess effective verbal/written communication skills, solid mathematical skills, and strong organizational skills
- Be able to maintain positive internal working relationships with department managers and the Headmaster
- Be able to communicate effectively with parents, family members, staff, vendors, government agencies and the general public
- Have compassion for and desire to work with families
- Meet all health requirements including TB screening and pass criminal background checks

### **Specific Duties and Responsibilities include:**

- Accounts payable/ Accounts receivable
- Payroll, Federal and State taxes, Year-End W-2s for small school (55 employees)
- Year-end 1099 processing
- Insurance including employee benefits and business auto, liability
- Profit Sharing plan, coordination of all paperwork and annual payroll information
- Annual budget
- Journal entries
- Preparation of monthly financial reports / Actual to Budget / Cash flow / Balance sheets
- Monthly reconciliation of all bank accounts
- Executive reporting and budget prep for board meetings
- Plant Management

**Education/Experience:** A Bachelor's degree in accounting or business administration, or equivalent business experience. Minimum of six years business/bookkeeping experience required.

**Working Conditions:** Casual, small office environment.

**Salary Range:** \$70,000.00 - \$80,000.00 per year

**Benefits:** Competitive salary commensurate with experience; Benefits include: Medical, dental, life insurance, tuition assistance; Profit sharing plan and voluntary 401K.

**Application:** Please send resume, cover letter, and at least 3 professional references to: [mnorder@littlekeswickschool.net](mailto:mnorder@littlekeswickschool.net).

**Hiring Date:** Currently accepting applications with an immediate start date.

**Contact:** Marc Columbus, M.Ed., Headmaster, 434-295-0457,  
[www.littlekeswickschool.net](http://www.littlekeswickschool.net)