

**THE CHILDREN'S SCHOLARSHIP FUND**  
**ASSISTANT CONTROLLER**

[The Children's Scholarship Fund](#) (“CSF”) is a national non-profit organization based in New York City that works to advance parental choice in education. For more than 20 years, CSF has provided children of low-income families with tuition assistance in grades K-8, while working to expand educational opportunities for all children. CSF has a network of 20 partner programs in 24 cities and regions nationwide, including New Hampshire, where we serve children in grades K-12 through Education Freedom Accounts and Education Tax Credit Scholarships. We are seeking an Assistant Controller who shares our passion for empowering parents with the freedom and responsibility to choose the best educational options for their children.

**DESCRIPTION**

The Assistant Controller will report directly to the Chief Financial Officer and will provide accounting support for CSF’s operations; in particular the accounting and reporting for the New Hampshire Education Freedom Account (“EFA”) Program.

**KEY RESPONSIBILITIES AND DUTIES**

- Ability to provide data analytics utilizing excel spreadsheets formulas and functions.
- Maintain schedules detailing receipts, disbursement, exits and administration fees related to the EFA program.
- Manage, generate and reconcile all reporting due between CSF and the State of New Hampshire Department of Education (“NHDOE”); ensuring all EFA students are properly accounted for and amounts agree in student application database with amounts reported by the NHDOE.
- Understand EFA transactions processed through the digital wallet, in order to disburse funds, review activity, generate reports and approve transactions as needed.
- Manage all cash deposits and withdrawals between CSF and the digital wallet.
- Reconcile the digital wallet to the bank account held by the digital wallet provider ensuring amounts agree.
- Process withdrawals and exit students from the digital wallet and application database, ensuring all cash movement is properly recorded in all systems (the general ledger, application database and digital wallet).
- Assist with budgeting, monitoring and reporting for the NH EFA program.
- Assist the CFO in general accounting tasks:
  - invoice processing & preparation of forms 1099
  - recording deposits
  - reconciliation of contribution deposits to Raiser’s Edge; ensuring contributions are recorded to the correct general ledger code, program code and either designated as unrestricted or restricted by donor
  - maintain current knowledge of applicable state and federal labor laws
  - assist in creating and updating employee handbook and various company policies
  - maintain excel file tracking employee paid time off (vacation, sick, etc.)
  - prepare journal entries and maintain fixed asset ledger

- generate monthly reports and prepare analyses with explanation of actual results to budget results
- assist in the preparation of Form 990 and annual state charitable license renewals
- assist in year end audit and drafting of financial statements
- generate other account analyses as needed
- Other duties as assigned.

## **REQUIREMENTS**

### **Skills and Specifications:**

- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and HR related laws and regulations.
- Excellent interpersonal, verbal, and written communication skills.
- Strong analytical skills.
- Ability to handle priority and/or sensitive issues with discretion and a commitment to confidentiality.
- Detail oriented and highly organized team player.
- High level of enthusiasm, energy, and productivity with demonstrated follow-through and success in managing multiple projects and deadlines.
- Willingness to be flexible and provide assistance where needed.
- Self-motivated, confident, energetic, and creative.
- Knowledge of NetSuite accounting and budgeting software a plus.
- Proficient in Microsoft Office (Word, Excel, and Power Point) and Outlook.

### **Education and Qualification:**

- Bachelor's degree in Accounting or related field.
- 5 to 10 years accounting experience; Not-for-profit experience preferred but not required.

### **Work Week:**

- A usual work week consists of 5 days Monday through Friday 9am to 5:30pm with a half hour lunch.

### **Location:**

- The Children's Scholarship Fund New York office is located at 8 West 38<sup>th</sup> Street, Suite 804, New York, New York 10018. This position is a hybrid position with some days in the office and some days working remotely.

### **Compensation:**

- Compensation includes a generous benefit package with an annual salary between \$115,000 to \$130,000 based on experience and qualifications. CSF offers approximately 80-95% employer paid health and dental insurance for employees, depending on choice of plan. The group insurer for health insurance is United Healthcare Oxford. In addition, CSF offers a 5% match of salary, on elective contributions to 403(b) retirement plan, short- and long-term disability insurance, life insurance coverage up to two times annual salary. CSF is the sponsor of voluntary AFLAC plans that employees can choose to contribute to or not.

### **How to Apply:**

- Send resume and cover letter expressing how your experience and interests are aligned with the job description above, as well as your available start date, to [hr@scholarshipfund.org](mailto:hr@scholarshipfund.org).