

# Controller



*Mercy Career & Technical High School (Mercy Tech) is an independent, co-ed high school founded by the Sisters of Mercy in 1950 that provides a private, Catholic education and a comprehensive academic, career, and technical school experience. Mercy Tech students graduate with a fully accredited high school diploma and an industry-recognized certificate in one of seven programs preparing them for the workforce and/or post-secondary education. Compelled by Mercy, faculty and students live the Gospel in word and action and promote service to others to enable Mercy Tech students to become highly competent, compassionate, contributing members of the global community.*

## **Position Summary**

Reporting to the Chief Financial Officer, the Controller supports the delivery of services provided by the Business Office including accounting, finance, budgeting, risk management, financial aid, and general operational support. This is a twelve-month position with Christmas and Easter breaks and four-day work weeks in the summer.

## **Primary Responsibilities:**

- Implement consistent accounting policies, practices, and procedures across all programs and systems
- Prepare monthly financial statements and reports monitoring actual results to date compared to the budget for submission to the CFO and Finance Committee
- Maintain internal safeguards for revenue receipts, costs, team and organizational budgets, and actual expenditures
- Oversee and support accounting team with dynamic leadership that creates an environment of teamwork, trust, and productivity
- Evaluate existing accounting and internal control systems and implementing new systems and processes
- Oversee all aspects of accounting functions
- Prepare financial aid application packets and spreadsheets for committee review
- Filing and record retention procedures

## **Core Competencies:**

- Strong organizational skills, attention to detail, creative thinking
- Conscientious and detail-oriented
- Ability to interact with parents, students, faculty and staff, trustees, alumni/ae and other friends of the school
- Ability to work both independently and as a team member, prioritize work, and meet deadlines while managing multiple tasks and maintaining a positive attitude
- Excellent written and oral communication skills
- Demonstrated record of accurately completing assignments
- Willingness to work outside of “normal” business hours when necessary
- Proficient in Google Docs as well as Excel, Word, and other Microsoft applications

## **Qualifications:**

- Bachelor in Accounting (or concentration in Accounting)
- CPA (preferred)
- At least 5 years of experience in accounting

**Interested Candidates:**

Submit cover letter, resume, references, and salary requirements to:

Vince Dolan, Chief Financial Officer  
Mercy Career & Technical High School  
2900 West Hunting Park Avenue  
Philadelphia, PA 19129  
vdolan@mercycte.org

*Mercy Tech is an equal opportunity at-will employer and does not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, sexual orientation, or national origin.*