



The Pingry School Accounting Supervisor

Founded in 1861, The Pingry School is an independent, coeducational college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region.

Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve approximately 1,100 students. Pingry students participate in a demanding academic program, complemented by extensive co-curricular opportunities.

Position Summary

The Accounting Supervisor contributes to the school's success by providing support in key areas of the school's financial operations. These would include, but not be limited to:

- Reconciliations and reporting of investment accounts
- Analyzing and forecasting operational cash needs
- Processing semi-monthly payrolls
- Processing journal entries

The Accounting Supervisor is an important member of the business office team with primary responsibility for ensuring that cash management and other operational and accounting processes function effectively and efficiently.

Responsibilities

- Oversee investment transactions and reporting for a large endowment portfolio, and provide support to CFO and Investment Committee related to same on as-needed basis
- Attend quarterly Investment Committee meetings
- Provide operational and analytical support for Auxiliary Programs and Facilities departments, focusing on profitability and budgetary reporting and analysis
- Assist with supervision of Business Office staff
- Assist Controller with year-end close and provide support for financial statement preparation
- Prepare semi-monthly payroll and ongoing payroll reconciliation
- Participate in refining and improving procedures and internal controls
- Provide management and operational accounting support to assess efficiency and effectiveness of operations

Preferred Experience and Skills

- Proven work experience as an Accounting Supervisor or similar, with particular emphasis on investments, including account reconciliations and performance analysis
- Experience with accounting and payroll software (Blackbaud, ADP)
- Strong computer skills, MS Excel in particular (managing spreadsheets, creating charts and using pivot tables, vlookups and other advanced data analysis tools)
- Solid knowledge of bookkeeping and accounting principles
- Excellent analytical skills to manage large amounts of data
- A passion for education and experience in the unique culture of an educational institution
- Proactive personality focused on identifying and resolving issues before they become problems
- Team management skills
- Ability to prioritize work and to build collaborative relationships in a community of multiple stakeholders
- BS degree in Accounting or Finance
- Accounting certification (e.g. CMA or CPA)

To apply, please send resume and cover letter to Steve Richardson, Controller at srichardson@pingry.org.