



# Action Day Primary Plus

PRIVATE INFANT CARE · PRESCHOOL · ELEMENTARY · MIDDLE SCHOOL

## *Employment Opportunity: Controller*

For over 52 years, Action Day/Primary Plus Schools have proven to be steadfast leaders in the Bay Area's childcare industry. We pride ourselves on providing each child with quality care rooted in dedication and enthusiasm for their individual growth and development. We are currently seeking an experienced Controller to join our corporate team.

The Controller will be accountable for the accounting operations of the company. This includes the production of periodic financial reports, managing an adequate system of accounting records, and maintaining a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

### **Responsibilities include but are not limited to:**

- Maintain a documented system of accounting policies and procedures
- Oversee the operations of the accounting department
- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivables are collected promptly
- Supervise the payroll process
- Ensure monthly bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Issue timely and complete financial statements
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings

### **Desired Qualifications:**

- Bachelor's degree in accounting or business administration
- Several years of experience in the above areas
- Excellent verbal and written communications skills

### **Benefits Include:**

- Medical, Dental, Vision, Life, LTD, 401K, and FSA
- Childcare and Private Education Discounts from infancy to 8<sup>th</sup> grade
- On-site childcare for infancy to 5 years old

To be considered, please email your resume to [Beckie@actiondayprimaryplus.com](mailto:Beckie@actiondayprimaryplus.com).