



Position Specification

Education Resource Strategies
Controller

Our Client

ERS is a national non-profit that empowers school system leaders to make transformative shifts in resources, structures, and practices so that all students – especially those with the greatest learning needs and those furthest from opportunity – attend a school where they can learn and thrive.

ERS embraces teamwork and data-driven best practices to influence sustainable, equitable change in some of the country's largest school districts.

In addition to generating revenue from consulting projects, ERS leverages program grants, operating grants, and field building initiatives to maximize impact.

Commitment to Inclusion, Diversity, Equity, and Belonging

As an organization, we still have so much to learn about the continuing impact of systemic racism and oppression. We also acknowledge that we must look inward to best actualize ERS' mission. Therefore, we strive to develop an equitable, inclusive, and anti-racist organization rooted in belonging for all team members.

We remain committed to transforming the systems, structures, policies, resource decisions, and cultural messages that drive inequitable outcomes by:

- Helping our school district and school leader partners understand the patterns of structural racism and oppression that impact the students and families in their community.
- Devoting organizational resources to support the ongoing learning of all ERS team members related to the causes and patterns of structural racism and oppression, how they impact the experiences we bring to our shared environment, and the ways we work with each other.

For more information on ERS and their work, [visit their website](#).

The Role

The Controller will be the seniormost financial leader at ERS and will report directly to the Chief Operating Officer. This role will drive the strategic creation and maintenance of systems, processes, and structures to responsibly lead and manage the accounting and financial systems for an organization with a \$16 million annual budget. By providing accurate financial data, the Controller will enable the Executive Leadership Team, partners, board, and department leaders to make informed, strategic decisions that align with organizational values and priorities.

The Controller will be responsible for assessing and responding to organizational needs to ensure accurate, efficient, transparent, and sustainable accounting and financial management processes, including accounts payable, accounts receivable, expense reports, cash management, and payroll. They will also oversee the annual budgeting process, quarterly forecasting process, and the monthly and annual close processes. The Controller will prepare regular financial reports including P&Ls and cash flow reports for leadership and will optimize banking relationships and initiate appropriate strategies to enhance cash positions.

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The Controller will oversee three additional Finance professionals on the Finance Team, and will help shape their priorities, processes, and effective operations. The Controller will practice person-centered supervision to effectively lead, develop, and maximize the talents of the Finance Team.

The Controller will work across various teams within ERS to accomplish key organizational goals. In collaboration with the People Team, they will support the administration of a competitive, comprehensive benefits program. They will support the Chief Operating Officer in preparing materials to be presented to the Board Finance & Audit Committee, as well as collaborate with the Director of Technology to optimize and integrate financial systems into our technology infrastructure.

This role works closely with external auditors on the preparation of the annual audited financial statements and Form 990 and will establish sound financial management routines to align with recommendations and expectations from auditors.

The salary range for this position is \$155,000 to \$185,000. In modeling ERS's commitment to openness and transparency, starting salaries aren't typically at/near the top of this range. This is to create opportunities for team members to earn performance-based raises throughout their tenure in the role.

This role is located in ERS' headquarters in the Greater Boston Area. ERS expects all team members to be in the Watertown, MA office at least three consistent days each week, with the option to occasionally add more remote days or weeks.

Candidate Profile

ERS is seeking a strong and innovative financial leader to build on the current success of the Finance Team. The successful candidate will bring outstanding technical accounting skills. Further, this individual will be effective in assessing and strengthening accounting and finance operations.

The successful candidate will have demonstrated experience serving as a Controller or as a leader within a large accounting team, and will be familiar with managing all facets of an organization's accounting and financial management processes and systems. Importantly, the successful candidate will be highly detailed oriented and is someone who gets energy from strengthening processes, systems, and finding efficiencies.

This person will be highly skilled in problem-solving and bring a deep sense of curiosity. Further, they will appreciate the importance and need for accuracy. They will also have had success in refining systems and processes via strategic resource planning. Given this important transition point for the Finance Team, the Controller will be expected to identify process improvement opportunities and work collaboratively with the Finance Team and internal stakeholders to implement those improvements.

The successful candidate will have demonstrated success leading people and building a cohesive culture. They will be effective in attracting and recruiting top talent, motivating the team, delegating effectively, celebrating diversity within the team, and managing performance. They will demonstrate strong emotional intelligence.

The successful candidate will have a minimum of 10 years of experience in nonprofit accounting. A deep understanding of, and ability to apply, GAAP accounting specifically for nonprofit organizations is required. The successful candidate will be capable of multitasking and prioritizing effectively, demonstrating the ability to be both strategic and tactical. They will have advanced proficiency in Microsoft Excel and strong technology acumen, enabling them to manage data for financial reporting quickly, accurately, and effectively.

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This individual will be a strong relationship builder and have a track record of developing buy-in across an organization. The successful candidate will be an active listener and have the ability to translate complex financial concepts to individuals at all levels, including both finance and non-finance managers.

Finally, this individual will have a passion for and commitment to ERS' mission and values, exemplified through their work experience, leadership opportunities, and/or community involvement.

The following qualifications are preferred, but not required to advance in the search. Naming this is important as an organization committed to developing inclusive, empowered teams:

- Knowledge of SAGE (strongly preferred; ERS' main accounting and finance system)
- Master's degree in business or finance
- Knowledge of ADP
- Knowledge of AP automation and expense processing software
- Knowledge of multiple HRIS systems

ERS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, ancestry, pregnancy, or military service.

Contact

Russell Reynolds Associates has been exclusively retained for this search. Inquiries, nominations, and applications are invited. Interested candidates are encouraged to confidentially submit a resume and letter of interest to ERS_ControllerSearch@russellreynolds.com.

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