



## Controller

<b>Reports To:</b> Senior Director of Finance and Operations	<b>FLSA Status:</b> Exempt
<b>Salary Range:</b> \$111,416 to \$130,000	<b>Employment Classification:</b> Full-Time

### OUR PURPOSE & IMPACT

The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high quality education – no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since our founding in 2006, we've launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

### WHO WE ARE & HOW WE WORK

At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

### OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.

### YOUR IMPACT

The Controller is a crucial, hands-on leader responsible for overseeing all financial operations of the organization. This individual will directly manage team members within the broader Finance and Operations team, while serving as the primary member of the Finance team. The ideal candidate is comfortable managing people and processes across departments, thrives in a hands-on environment, and demonstrates exceptional ownership of all financial and accounting responsibilities. Bookkeeping experience, particularly with QuickBooks, is required.



## HOW YOU WILL SUCCEED

### Strategic Financial Stewardship

- Manage financial planning, budgeting, and forecasting processes for The Mind Trust.
- Prepare, analyze, and present accurate financial reports and statements to the Senior Director of Finance and Operations, CFO, executive leadership team, and Board of Directors.
- Advise CFO and Senior Director of Finance and Operations on financial strategies and business decisions to support organizational objectives.

### Accounting and Bookkeeping Execution

- Execute all daily accounting activities, including accounts payable and receivable, payroll, bank reconciliations, and the month-end and year-end close.
- Maintain general ledgers and ensure all supporting documentation is complete and accurate.
- Take direct responsibility for all bookkeeping tasks, with a strong emphasis on using QuickBooks and Bill.com or similar accounting software.
- Manage all aspects of the National Bank of Indianapolis corporate credit card account.
- Manage the administration of the Emburse expense management system.
- Develop and maintain budget tracking tools.
- Maintain vendor demographic tracking report.

### People and Process Leadership

- Provide leadership and manage day-to-day activities for team members in the broader Finance and Operations team (e.g., operations staff, administrative support), including training, mentoring, and process oversight.
- Collaborate cross-functionally to drive operational improvements and efficiencies.
- Develop and implement process improvements and internal controls for financial and operational functions.

### Compliance and Controls

- Ensure strict adherence to GAAP, tax regulations, and all relevant compliance requirements.
- Coordinate annual audits and facilitate communication with external auditors and regulatory agencies.
- Prepare timely and accurate regulatory and management reporting.

### Development Responsibilities

- Develop fundraising budgets for all proposals in conjunction with the Senior Director of Finance and Operations and development team
- Prepare all reporting for the development team to ensure compliance with funders reporting requirements.

### Systems and Automation

- Drive the adoption of automation and digitization initiatives in accounting and finance workflows.
- Optimize the use of QuickBooks and other technology platforms to enhance efficiency.
- Perform additional duties, as assigned



## WHAT YOU BRING TO THE ROLE

### Essential Skills, Experience, & Attributes

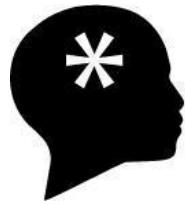
- Bachelor's degree in Finance, Accounting, or related field (MBA, CPA, or CMA a plus)
- Five years in progressive finance roles, including hands-on accounting and bookkeeping experience
- Advanced proficiency in QuickBooks, [Bill.com](#), Excel and financial systems; familiarity with automation tools
- Strong ability to lead and collaborate with operations professionals
- Not-for-profit accounting, tax compliance, and grant management experience required.
- Proven track record of presenting to and partnering with Boards of Directors and Finance and Audit Committees.
- Expert understanding of internal controls, risk management, and regulatory compliance.
- Exceptional analytical, strategic, and problem-solving skills, with the ability to translate data into actionable insights.
- Experience leading high-performing teams across multiple geographies.
- Deep understanding of and alignment with The Mind Trust's core values and core beliefs.
- Experience successfully managing teams and cross-functional projects.
- Highly organized with strong attention to detail and demonstrated ability to manage several simultaneous tasks and projects.
- Excellent written and verbal communication skills.
- Ability to operate with autonomy and function in a high-energy, dynamic environment
- Flexible, with an openness to feedback, and a commitment to continuous learning
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue.
- Dedication to embracing new ideas to drive educational transformation.
- Collaborator with the ability to work effectively in teams and build meaningful relationships with stakeholders.
- Knowledge of education policy and reform, education entrepreneurship, and the charter school sector preferred.

### Additional Strengths & Qualifications

- Comfort with both strategic planning and hands-on execution.
- High ethical standards, confidentiality, and integrity.
- Ability to work independently and take full ownership of the Finance and Accounting functions.
- Ability to supervise members of The Mind Trust's Finance team.

## WHAT WE OFFER

At The Mind Trust, we support and prioritize the wellbeing and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, wellbeing, and professional growth.



# The Mind Trust

- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace

## PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to, remaining stationary for extended periods, occasional movement throughout the department, and occasional transport of objects weighing less than 25 pounds. This position requires the ability to communicate to exchange accurate information with others.

## EQUAL EMPLOYMENT OPPORTUNITY

*The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

Interested candidates should send a resume and cover letter to Madeline Poulakidas at [careers@themindtrust.org](mailto:careers@themindtrust.org)..

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).