



## **THE PEDDIE SCHOOL CONTROLLER**

The Peddie School is an independent, coeducational boarding and day school for grades 9-12 and postgraduate located in Central New Jersey, less than ten miles from Princeton and an hour from New York City and Philadelphia. Peddie invites applications, nominations, and inquiries as it embarks upon a search for a Controller.

### **THE PEDDIE SCHOOL**

Peddie was founded in 1864 as the Hightstown Female Seminary, a Baptist preparatory school. Later that year, boys were admitted, and the school began a series of name changes. In 1872, the school took its current name in honor of philanthropist and politician Thomas B. Peddie (1808-1889), who gave the school a \$25,000 gift.

Peddie School remained coed until 1908, when it was decided, for social and economic reasons, to admit boys only. This standard was reversed in the early 1970s, when girls were readmitted. The school is now coeducational and non-denominational.

Gifts from Ambassador Walter H. Annenberg '27 were used for the construction of two libraries, dormitories, and an athletic center, among other projects. The school has grown to include 57 buildings on a 280-acre campus.

In 1993, Annenberg gave \$100 million to Peddie, which provided an endowed fund for financial aid, enabling students from every walk of life to receive a Peddie education. The ambassador died in 2002, just after giving the cornerstone gift for the construction of The Walter and Leonore Annenberg Science Center, which was completed in fall 2005.

Peddie's financial condition is strong, with an endowment value of over \$400 million and an annual operating budget of approximately \$40 million. The school takes pride in safeguarding its long-term growth and sustaining an exceptional learning community through a careful allocation of its endowment and operating funds.

To learn more about Peddie, please visit [www.peddie.org](http://www.peddie.org).

## MISSION AND VALUES

*Guided by the confidence of our motto, “We Finish Our Labors to Begin Them Anew,” The Peddie School is committed to the intellectual, social and moral growth of each of our students. We welcome individuals with diverse talents and backgrounds whose excitement, curiosity and character create an educational community where passion for learning grows. With enthusiasm, humor and patience, we challenge our students to reach beyond their expectations and to define success by the progress they make. In this boarding school environment we not only prepare our students for the rigors and rewards of college, but also inspire each to strive for the highest quality of citizenship.*

Respect. Honesty. Scholarship. Balance. Courage.

*At Peddie, these core values are our guiding philosophy. We are committed to exposing you to excellence in as many forms as we can. We believe it is our responsibility to provide you with an environment in which you can develop a healthy value system and reach your maximum potential as an individual. We all have responsibilities toward one another and strive to build a community in which we can all grow together.*

## STRATEGIC PRIORITIES

Looking ahead from a position of strength, and proud of Peddie's culture of innovation and improvement, the [strategic plan](#) supports Peddie's culture and history and inspires continued progress. Informed by an impressive record of innovation, the challenges facing independent secondary education, and the changing expectations of families and colleges, Peddie has established four strategic priorities and the implementation steps needed to achieve them. Peddie is committed to these historically important hallmarks: transformational education; outstanding teaching; curricular innovation; and enrollment of students with the greatest excitement, curiosity, and character.

Strategic priorities include: Excellence; Access; Fiscal Sustainability; and Telling the Peddie Story.

## LOCATION

Peddie is located in Central New Jersey, just outside of Princeton, an hour from Philadelphia and New York City, and 45 minutes to the Jersey Shore. Princeton features a wide variety of retail, cultural, and dining options. Art lovers can visit the McCarter Theater or stroll through the Princeton University campus and visit the Princeton Art Museum. There is easy access to parks, waterways, and trails, as well as ample public transportation.

## CONTROLLER

Reporting to the Assistant Head for Finance and Operations, the Controller is responsible for overseeing and directing the School's day-to-day accounting, budget implementation, and external financial reporting. The Peddie School is obliged to exercise responsible stewardship of the exceptional resources that it has accumulated over the years. The Controller assists the administration in ensuring the prudent use of those resources through the implementation of the approved budget and reporting on the results.

The Controller will be an instrumental partner in addressing the following key opportunities and challenges:

- Serve as a strategic business partner within Peddie's Business Office, and, through collaboration with school leadership, make important contributions through interpreting information and supporting decision-making activities.
- Play a key role in ensuring long term financial sustainability for Peddie by preserving the value of the endowment to assure that future generations of Peddie students inherit intergenerational equity at a minimum.
- Partner with school leadership in improvement of business processes and practices for continued growth of the Business Office.

Specifically, the Controller:

- Works with the Assistant Head to ensure that financial, business, and investment objectives of the School are met in an effective and timely manner.
- Supervises the day-to-day business function, including managing and directing all Business Office staff responsible for accounts payable, accounts receivable, student accounts (including debit card system) and related services, and payroll and benefits plans for employees.
- Manages and directs the annual operating budget.
- Assists in establishing an effective financial modeling system for strategic planning and fiscal oversight.
- Establishes internal control procedures and recommends improvements.
- Manages information reporting including financial statements for the School and for its 403(b) Plan and information needed by external tax preparers (IRS Forms 990, 990-T, 5500).
- Provides the financial information and planning that builds trust among faculty, administration, staff, students, and alumni.
- Works closely with other School offices to make the approved annual budget and actual spending available to managers.
- Communicates accounting policies to managers and monitors compliance.
- Reconciles financial data as needed (e.g., Admission, Alumni & Development).
- Oversees Treasury management, including fraud controls, monitoring liquid cash, and initiating transfers when necessary.

- Oversees Debt management, including making bond payments and preparing required disclosures to rating agencies and finance authorities.
- Liaises with endowment fund managers.
- Evaluates IT procedures including hardware and software in the Business Office and recommends improvements.
- Supports the following Board of Trustees committees: Audit/Risk, Finance, Investment, Retirement Benefits.

## QUALIFICATIONS

- A strong background in financial systems and modeling, business services, accounting principles, and computerized accounting systems.
- A track record of effective financial and business management.
- Proven financial modeling and forecasting skills.
- Knowledge and experience in setting up effective financial controls.
- Proven managerial, organizational, problem solving, and analytical skills.
- Ability to communicate and interface effectively with all levels of the school community – administration, faculty, staff, students, Board, alumni, and friends of the School.
- An open and collaborative management style characteristic of a team player.
- Excellent communication skills, both oral and written.
- A high level of integrity and an extraordinary work ethic.
- A strong commitment to education and the importance of the learning process.
- Ability to hire, develop, motivate, and lead new talent and manage a high-quality staff.
- A positive outlook, proactive orientation, and sense of humor.
- Experience in an independent secondary school, college, or university setting preferred, though individuals with strong financial and leadership skills in a related field are encouraged to apply.
- Bachelor’s degree required, plus a range of experience and/or further study in relevant fields. M.B.A. and/or a master’s degree in a related field preferred.

## APPLICATIONS AND NOMINATIONS

Evaluation of candidate materials will begin immediately and continue until a new Controller is named. Inquiries, nominations, and letters of interest with a resume may be sent in confidence to:



Ruth Shoemaker Wood, Managing Director  
Lindsay Allison, Senior Search Associate  
Storbeck Search

[PeddieController@storbecksearch.com](mailto:PeddieController@storbecksearch.com)

*Peddie School is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other characteristic protected by law.*