



New Tech Network

Controller Position Description

July 2026

New Tech Network (NTN) is a national nonprofit dedicated to deeper, more equitable learning. For nearly three decades, we have partnered with districts and schools to put project-based learning at the center of the student experience, work that lets students engage with material in creative, relevant ways and use their voices in ways that prepare them for life beyond school.

The Controller is New Tech Network's lead accounting role, reporting directly to the CEO. The Controller will own the organization's books, lead the monthly and annual close, hold strong internal controls, and produce the financial reporting that leadership and the Board rely on. This position is both a hands-on individual contributor and the leader of a small team. In a small, fully remote organization, the role reaches beyond core accounting from day one.

This role is posted as a Controller position. For someone who brings the accounting foundation and the drive to take on more, it offers room to grow over time, with demonstrated success, into broader financial and organizational leadership.

LOCATION: Remote (United States)

REPORTS TO: CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting & Controllershship

- Own the full accounting cycle including general ledger, accounts payable and receivable, and timely, accurate month-end and year-end close.
- Prepare financial statements and the internal reporting package, with clear variance analysis against budget and forecast.
- Maintain strong internal controls and ensure quality and integrity across all transactions and reporting.
- Administer the organization's financial systems (NetSuite) and strengthen processes as needed.
- Lead the annual audit and Form 990 process with external auditors, and support 401(k) and other compliance filings.
- Ensure compliance with payroll, tax, and grant reporting requirements, coordinating with external partners as needed.

Financial Planning & Reporting

- Support the CEO in developing the annual budget, growing into ownership of the process over time.
- Build and maintain cash-flow forecasts and the financial models that inform planning.
- Prepare financial reporting for the Board and its finance and audit committees.
- Provide financial analysis that supports leadership decisions and grant and program reporting.

Operations

Operations is a secondary responsibility of this role. In this area, the Controller will:

- Oversee the preparation of contracts for all school and district engagements, and lead coordination with legal counsel, as needed, on revisions to standard contract language.
- Oversee payroll, benefits administration, and the organization's relationship with its Professional Employer Organization (PEO).
- Maintain the business policies, practices, and systems that keep a fully remote organization running smoothly.
- Manage technology and vendor relationships that support finance and operations.

Team & Collaboration

- Manage and develop at least one direct report.
- Work closely across a small team to keep finance and operations running smoothly, contributing to a culture where people feel valued and heard.

JOB REQUIREMENTS

- Five or more years of progressive accounting experience, including ownership of the full close and financial-statement preparation.
- Strong knowledge of nonprofit accounting, audit, and compliance, including Form 990, grants, and payroll and tax requirements.
- Experience supporting budget development and preparing budget-versus-actual reporting.
- Proficiency administering accounting software (NetSuite experience a plus) and a track record of strengthening controls, systems, and processes.
- Comfort working hands-on in a small, lean, fully remote organization where the role reaches beyond core accounting.
- People-management experience, or readiness to take on management of a small team.
- Bachelor's degree in accounting, finance, or a related field; CPA or equivalent professional certification preferred.

- Experience in nonprofit and/or K-12 education, including familiarity with philanthropy, government contracts, and fee-for-service revenue, a plus.
- Excellent verbal and written communication, sound judgment, and a high degree of discretion with confidential information.
- A commitment to NTN's mission and to an inclusive, collaborative culture.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information and is trusted to maintain it properly. This includes, but is not limited to, financial information, grant information, and other business-related material. Failure to safeguard this information could result in loss of trust and reputation, both internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand, bend, stoop, lift, and walk. Maximum unassisted lift = 35 lbs. Requires the ability to use a keyboard and monitor, and to communicate verbally, both in person and by phone.

WHAT WE OFFER

New Tech Network offers competitive compensation. The salary range for this position is \$110,000–\$130,000, with a final offer based on the candidate's professional experience and internal equity. In addition to base salary, our competitive compensation includes:

- A highly collaborative, creative, and autonomous remote work environment
- Comprehensive benefits, including Medical, Dental, Health Savings Account, Flexible Spending Account, Short and Long Term Disability, Life and Accidental Death and Dismemberment Insurance (AD&D), Employee Assistance Program, Supplemental Accident & Critical Illness plans, and 401(k) Retirement Plan

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

New Tech Network is an equal opportunity employer, committed to building an inclusive team where everyone feels valued and heard. We welcome applicants of all backgrounds, and all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, gender or gender identity, age, marital status, sexual orientation, veteran status, disability, pregnancy or parental status, or any other basis prohibited by law.

HOW TO APPLY

To apply for the Controller position, please submit a resume and cover letter describing how your experience and skills match the responsibilities outlined above to hr@newtechnetwork.org. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role and we look forward to hearing from you!

All candidates will receive email notification about the status of their application when we complete our review process.