



Controller

Job Description

Position Reports to: Chief Financial Officer

Fundamental Objectives of this Position: Under the direction of the **Chief Financial Officer**, the Controller directs and manages all of the accounting functions of the University while managing the main operations of the Business Office staff. Supervises professional associates and hourly staff providing services in the areas of student receivables, accounts payable, cash receipts including credit cards, institutional loans including the federal Perkins loan program, payroll, investments, procurement and general accounting. This person has overall accountability and responsibility for general accounting functions including timely and accurate transaction processing and monthly closing, account analysis, reconciliations and schedules, endowment and fixed asset accounting and preparation of interim and annual financial statements. This person has overall responsibility and accountability for the timely completion of the external audit of the University's financial statements, the A-133 compliance audit as well as any audits of the benefit plans. Exercises broad discretion and creativity as to work details on assignments of a varied, diverse and difficult nature.

Responsibilities:

- Develop, document and explain accounting policies and procedures.
- Establishes and oversees the University's internal controls.
- Coordinate annual audit. Work with external auditors to schedule and perform fiscal year-end procedures, including A-133 and 403-b audits, Understand and address management letter concerns.
- Prepares financial reports including quarterly statements for the Board of Trustees and any external constituents as well as IPEDS finance survey, NACUBO endowment survey and other financial surveys as requested.
- Oversees administration of the general ledger including maintaining the chart of accounts, coordinating monthly general ledger closings and financial reporting and analysis.
- Assists with insurance applications and claims with local agent and assists employees with various coverages.
- Monitor and maintain pledge receivables records. Work closely with Advancement staff to maintain accurate records including accuracy of pledge amounts, collectability of pledges and proper discounting methods.
- Oversees Business Office budget and prepares annual budget request.
- Oversees University's treasury management program, including relations with banks, analysis of fees, and assists in selection of banking institution.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.

- Ensures compliance with a variety of externally-imposed financial recording and reporting regulations; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Designs, establishes and maintains an organizational structure and staffing to effectively accomplish the overall goals and objectives of the Office of Business Affairs. Directs and oversees the hiring, development, management and evaluation of staff.
- Manages the fiscal administration of the deferred gift program including tax and accounting.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Attends Audit, Finance and Investment Committees of the Board of Trustees.
- Coordinates preparation of annual 990 tax return including supporting schedules.
- Ensures compliance and oversight of tax exempt bond financing and accounting.
- Unitization of the endowment fund to track individual accounts market value and provide updated information to advancement and financial services.
- Assist in evaluation of any financial service relationships including audit, actuarial, insurance and tax services. Periodically evaluate these services to ensure University is receiving the highest quality service in a cost-effective manner. Work closely with Audit Committee to coordinate any review of audit services or extra services needed.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.
- Coordinating with the director of grants to ensure proper accounting and cost allocation of grants.
- Member of several key campus committees including, but not limited to: Policy, insurance, investment, and others.
- Maintain key relationships with multiple vendors.

Skills/Qualifications: A Bachelor's Degree in Accounting is required. A CPA and/or an MBA are highly preferred. Strong interpersonal, communication, analytical, organizational and technology skills, ability to articulate strategies and implement policies, demonstrated ability to organize information, time and widely disparate policies and complex issues so as to accomplish multiple, on-going and unrelated time critical tasks, tax-exempt bond issues, knowledge of IRS regulations related to not-for-profit organizations and colleges and universities. Experience with Ellucian Colleague is preferred. Appreciation for an academic setting is critical.

To Apply Online: <https://www.schooljobs.com/careers/mountunion/staff>