

## **CONTROLLER**

**POSITION SUMMARY:** Executive level professional and administrative work, which includes the planning and coordination of financial activities for the University. The work involves the independent and regular exercise of discretion and judgment regarding all areas of the University's finances, including such areas as accounting practices, fiscal record keeping, financial reporting and budgetary controls. Individual oversees coordination of staff involved in related activities. Internal contacts are primarily with department heads and managers, responding to questions and concerns.

### **ESSENTIAL DUTIES:**

- Provide direct leadership and supervision to the following persons: Assistant Controller, Director of Purchasing/Accounts Payables and Director of Payroll.
- Maintain the General Ledger chart of accounts, including setting up new accounts, delegating chart access security, and performing the yearend roll process. Provide guidance and oversight to other departments with modules that feed into the GL.
- Responsible for management and oversight of all operating cash of the University. Maintain necessary banking relationships regarding all funds on deposit. Verify student refund payment requests.
- Review monthly claims listing from the Third Party Administrator and prepare checks to reimburse from the University's self-funded health insurance bank account.
- Direct and assist with the annual yearly audit and all tax returns including preparation of all internal schedules and work papers as required.
- Direct and assist with the preparation and review of Hederman Endowment audit.
- Direct and assist the Assistant Controller with setup and maintenance of electronic payment gateways.
- Serve as the University financial contact with outsourced services such as the bookstore and foodservice.
- Record all University investment transactions quarterly.
- Approve journal vouchers prepared by others.
- Monitor expenses versus budget during the year and communicate frequently with managers regarding such.
- Prepare annual assessment reports for Accounts Payable and Payroll.
- Maintain documented internal control policies and procedures. Responsible for communicating and enforcing such procedures.
- Maintain endowment schedules quarterly and provide annual reports to Advancement and Financial Aid.
- Serve as the University contact for investment brokers when stock gifts are received.
- Review and approve accounts payable checks as outlined in the internal control procedures.
- Prepare the yearend law school recap and meet with law school officials to discuss.

- Assist various departments as needed with financial information for accreditation reviews, etc.
- Perform such other duties as may be assigned by the CFO.

**DESIRED QUALIFICATIONS:**

- Demonstrate a record of effective senior management experience in a complex environment, preferably in higher education.
- Possess appropriate credentials.
- Present evidence of strong interpersonal, organizational and communication skills.
- Ability to work as a member of a team, with shared goals.
- Have a well-developed sense of integrity.
- Show evidence of creative strategic thinking.
- Have the ability to handle complex problems in a timely manner.
- Be able to delegate effectively.

**REPORTS TO:** Chief Financial Officer

**FSLA STATUS:** 12 month responsibilities; exempt