Job Description

Assistant Controller

University Mission: Concordia University is a Christian university preparing leaders for the transformation of society.

Unit or Department: Finance

Unit/Department Mission: In order to further the mission of Concordia University, the Finance team will provide the University community with leadership and support services in the areas of Financial Management. It will provide customer and administrative service in a manner reflective of the basic values that are at the core of Concordia University.

Position Title: Assistant Controller

Mission of the Position (overall goal): The Assistant Controller is responsible for a variety of aspects of university accounting which includes management and oversight of the accounting staff, performing accounting functions associated with the general ledger, accounting of deferred revenue, scholarships, and revenue analysis and comparatives from recruitment efforts. This position ensures accurate information is recorded for preparation of financial statements, tax returns, and internal reporting.

Staff Relationships:
Reports to: Controller
Supervises: Accounting Staff
Hired/appointed by: Controller

Exempt/Non-exempt? Exempt

Salary Level (1, 2, 3, 4, or program director): 4

ESSENTIAL RESPONSIBILITIES:

Management of Fiscal Policies and Procedures: Responsible for management and monitoring compliance of fiscal policies and procedures, including GAAP, FASB, NACUBO, Standard Accounting Procedures (SAP), and university internal procedures. Analyze and develop necessary plans for continuous improvement in fiscal university policies. Provide guidance and training of approved policies and associated processes to Finance personnel and the university community at large.
Effectively supervise and motivate Finance staff by employing superior leadership skills. Maintain Finance staff by recruiting, selecting, orienting, and training employees to be highly effective, independent, and progressive in their positions.

- **Management**
  Supervise identified team members by providing leadership, coaching, mentoring, and collaboration, which also includes hiring/firing (or effectively recommending), performance evaluations, performance management, planning, directing, and coordinating work.

- **General Ledger**
  Manage, review and audit accounting activities relating to the maintenance of the general ledger, resulting in accurate financial statements and managerial reports.

  Performs timely and accurate general ledger reconciliations on a daily, monthly, or routine basis as determined by Controller.

  Manages daily accounting operations, including cash flow, and ensuring internal controls and policies in the Finance office are followed to ensure accuracy in reporting, and in accordance with GAAP.

  Actively participate in the development process of the university’s budget for each fiscal year.

  Participate in the fiscal year end closing and annual audit procedures, as directed by the Controller, CFO, and contracted auditing firm.

  Manage all Banner or university software tables for general ledger components ensuring all financial transactions are recorded and applied in accordance with university policy and GAAP.

- **Reporting**
  Collects data on select financial components, using the data for reporting, analysis, and forecasting.

  Produce the monthly financial statements respecting deadlines established by management and ensuring statements comply with GAAP.

  Assist Controller with annual preparation and filing of the 990 tax returns for the University and the Concordia University Foundation; working with the Institutional Research department, prepare the Finance component of the IPED reports.

- **Audit**
  Conducts monthly internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with the university’s fiscal practices; distributes monthly operating reports to budget owners and cabinet officers.
Manage and audit the reconciliations on a daily, weekly, monthly, or routine basis as determined by Controller, including but not limited to bank statements, specific general ledger accounts.

Manage and audit corporate credit card requests and limits according to Finance department guidelines.

- Transactions
  Maintain tuition rate types for revenue as approved by Board based on fiscal year.

  Initiates bank wires for accounts payable transactions as approved by the Controller and/or CFO. Maintain ACH debit blocks as needed for payment of payroll taxes.

- Cross Functional Participation
  Assist in the bringing university awareness to the financial policies of the university and external sources for compliance purposes.

  Responds to department Q & A for budget reallocations, and ensures reallocations are performed as required by university guidelines.

  Provides information to management and for the Concordia University Managing Partner by researching, assembling and summarizing data, and preparing reports as directed by Controller and/or CFO.

  Performs basic project management tasks when they relate directly to general ledger activities.

- Other
  Ensure documentation is updated and maintained related to procedural workflow for each process relating to the duties contained in this position (i.e., desktop manual).

  Special projects and other accounting functions as assigned by the Controller or the Chief Financial Officer.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. Minimum of Bachelor’s degree in Finance or Accounting, and 5 years’ experience in accounting or financial systems.
2. Must have three years of progressive management and demonstrated supervisory experience and skills, including project management and problem solving.
3. Must have experience in utilizing technology to increase efficiency and productivity.
4. Must be an exceptional communicator, both verbally and in writing.
5. Strong understanding of GAAP financial accounting theories and principles.
6. Must have the ability to plan, organize, and measure complex systems and processes.
7. Related experience in higher education setting
8. Experience working in a structured administrative software environment such as Oracle. Banner experience preferred.
10. Ability to maintain a high level of confidentiality.
11. Ability for critical and logical thinking, good judgment, and problem solving.

Critical skills for this position:

| X | Excel       | X | MS Access Database                        |
| X | PowerPoint  | X | Administrative software (Banner)          |
| X | Word        |   | Web Design                                |
| X | Microsoft Outlook |   | Desktop Publishing                        |
|   |             | X | Graphic Design (Photoshop, Fireworks, PaintShop) |
| X | Remote Network Access (H: drive access off campus, VPN) | X | Blackboard                                |
| X | Network Drives | X | Ability to drive a vehicle                |
| X | Possess a valid driver’s license                        |

Physical demands of the position:

| X | Repetitive motions sitting at keyboard |
| X | Rising and sitting repeatedly          |
|   | Climbing stairs                         |
| X | Walking indoors or outdoors             |
|   | Ability to lift ___20___ pounds          |
| X | Ability to lift, pull, grasp, stoop and reach within an office environment |
| X | Ability to sit for extended periods of time |
| X | Ability to speak and hear                |

Attitude and demeanor of all Concordia University employees:
As part of a work environment that highly values Christian education, educational excellence and service to students, all members of the community will:

1. Publicly support the mission of Concordia University
2. Communicate effectively with warmth, sensitivity, and understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates
3. Work as a team member in a professional environment
4. Possess a “service attitude “ (willingness to be flexible to meet the needs of the department)
5. Have a professional physical appearance (appropriate clothing, personal hygiene, etc.)

Job description last updated by
Debbie Zawada, February 15, 2016
Heyke Kirkendall-Baker, February 16, 2016