



TRUTH. TRAINING. TRANSFORMATION.

Job Description

Job Title: Director of Accounting

Department: Finance

Job Category/ FLSA Status: Finance/Exempt

Accountability: Controller/CFO

Authority: Accounting Staff

Position Description:

Responsible for developing, recommending, implementing, and controlling accounting policies and procedures including coordinating and operating the accounting, data control, accounts payable and receivables processes for the College; and prepares departmental and consolidated financial statements and various financial reports.

Major/Essential Functions:

- Develops and manages annual Accounting department program review, including integration of plans and assessments with institutional planning and assessment initiatives.
- Monitors CBS operational activities to meet, ethics and guidelines and to ensure compliance with state and federal regulations and accreditation standards.
- Safeguards College assets and maintains appropriate systems of internal control.
- Ensures that financial reporting is maintained in accordance with generally accepted accounting principles and that internal reporting commitments are met in a timely and effective manner.
- Leads the Accounting Department in providing excellent customer service to its constituents.

Duties/Responsibilities:

- Exercises supervision of unrestricted and restricted fiscal activity to ensure sufficient fiscal controls to safeguard institutional funds.
- Manages, oversees and reviews the work of accounting staff.
- Coordinates interim and annual financial statement preparation and audit activities, as well as other information reports and requests; ensures accuracy and integrity of financial, tax and regulatory reporting.
- Provides direction and assistance to other departments regarding accounting, regulatory and budgeting policies and procedures, implementation of new practices and procedures, and efficient control and utilization of financial resources.
- Contributes to development and loading of the annual budget in the financial management system.
- Produces periodic cost and productivity analyses.

- Establishes and maintains appropriate systems of internal controls which verify the integrity of all financial reporting systems, processes and data.
- Participates in a wide variety of special projects.
- Maintains current knowledge of and implements changes based on College policies and procedures, federal policies and directives, and current accounting practices that directly or indirectly impact the College.
- Interfaces with and coordinates activities and relationships with outside business vendors (bankers, auditors, etc.).
- Conscientious confidentiality in managing and transacting institutional financial, payroll and accounting transactions and an ongoing ability to satisfy requirements of FERPA (*Family Educational Rights and Privacy Act*), etc.
- Performs related duties as required.

Qualifications:

Required:

- Bachelor's degree in Accounting, Financial or Business Administration and three to five years of accounting experience or equivalent.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:

- Bachelor's degree in Accounting, Financial or Business Administration and three to five years of previous accounting and management experience at a college or non-profit institution.
- Licensed CPA or CPA candidate.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Exceptional problem solving and analytical skills
- Proficiency in Xledger accounting software.
- Excellent knowledge of MS Excel, including advanced features.
- Proficiency in Microsoft office suite.
- Ability to effectively communicate (in speaking and writing) with individuals and groups.
- A customer service mindset, championing on-time response and professionalism. Ability to set and meet appropriate deadlines and effectively lead and manage a team.
- A high degree of confidentiality and professionalism.
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Defines problems, collects data, establishes facts and draws valid conclusions.
- Ability to review situations, products and services and determine appropriate solutions or course of action.
- Ability to effectively present information to management.
- Ability to analyze circumstances and identify appropriate alternatives.
- Ability to work with and influence others to achieve operational requirements.
- Knowledge of academic standards and accreditation requirements.
- Excellent interpersonal and organizational skills and a commitment to outstanding service in all areas of the college.
- Ability to work effectively under pressure and meet deadlines.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Timely and effective completion of all required financial, audit and regulatory processes, payroll processing, reports, work papers, etc.
- Successful achievement of unmodified annual audits.
- To the extent practicable, avoidance of management letter comments.

Mobility/Physical Demands:

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical finance office environment
- Extended evening and weekend work hours to meet audit and financial reporting requirements

Security Sensitive: Yes.

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.