



Job Description

Job Title: Controller

Department: Finance

Job Category/ FLSA Status: Finance/Exempt

Accountability: V.P. and Chief Financial Officer

Authority: As Assigned

Position Description:

The Controller is responsible for maintaining general ledger accounts and efficiently performing month-end account closing to generate timely and accurate financial reports and balance sheet. Coordinates the accounting, data control, accounts payable and receivables processes for the College and prepares various departmental and consolidated financial reports on a regular basis.

Major/Essential Functions:

- Manages the day-to-day accounting functions including maintaining of general ledger accounts, accounts payable, accounts receivable, billing and collections, and cash.
- Reconciles bank accounts, general ledger accounts and revenue accounts to ensure data accuracy.
- Performs month-end account closing activities and reconciliations and generates and distributes financial reports on monthly basis.
- Manages the production of the annual budget and forecasts and calculates variances from the budget and reports significant issues.
- 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.
- Manages debt management and collections.
- 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 and manages annual external financial audit(s).
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) and other regulatory financial management security and compliance standards as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Uses accounting software to maintain records and prepare reports.
- Assists in the development and maintenance of accounting system that records and reports all financial transactions.

- Assesses current accounting operations and internal control systems to offer recommendations for improvement and implement new processes.
- Assists various departments in accounting issues and queries.
- Prepares and analyze monthly bank reconciliations and general ledger account reconciliations.
- Prepares monthly review of general ledger for month end close to ensure transactions are properly recorded for financial statement preparation. This includes all asset, liability, revenue and expense accounts for CBS.
- Recommends, reviews, and monitors compliance with financial policies, procedures and controls.
- Prepares, monitors, and interprets monthly financial reports and analyses for the CFO. This includes but is not limited to revenue and expense statements, balance sheets, and year-to-date financial statement summaries.
- Manages the cash requirements of the College. This includes responsibility for reporting to the CFO on cash requirements forecasting, investments, line of credit and monthly reconciliation of all bank accounts.
- 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.
- Performs related duties as required.

Qualifications:

Required:

- Bachelor's degree in accounting from an accredited institution of higher education and three to five years of related accounting experience managing general ledgers, including not-for-profit accounting or the 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 from an accredited institution of higher education and three to five years of related accounting experience managing general ledgers in not-for-profit organizations or higher education Institutions.
- Licensed CPA
- Experience with Financial Edge and Raisers Edge and student information systems student accounts software systems.

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

- Exceptional problem solving and analytical skills
- Demonstrated advanced skills in MS Excel
- 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 or remote worksite.
- 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.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.