

RESURRECTION UNIVERSITY

NURSING & HEALTH SCIENCES

Open Position: Controller

The Controller serves as the primary accounting leader for the University overseeing the daily operations of the accounting department. The Controller is responsible for providing financial information, interpretation, and recommendation of University's business activities to executive leadership and the Finance Committee of the Board of Directors.

The Controller ensures that financial transactions are processed and recorded in conformity with generally accepted accounting principles (GAAP), FASB standards, Federal and State government regulations, and University policies. The controller also develops, refines, and maintains appropriate internal control systems and processes in accordance with various regulatory agencies and best accounting practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees activities of the University's accounting function for the accurate and timely dissemination of monthly, quarterly, and annual financial statements.
2. Oversees day-to-day accounting functions of the University including journal entries, account reconciliations, and account analysis.
3. Effectively administration of the University's financial systems to ensure that financial transactions and reporting are performed on an accurate and timely manner.
4. Oversees preparation and distribution of monthly responsibility (budget to actual) reports to department heads.
5. Oversees and manages other University financial accounting personnel ensuring proper staffing and student service excellence standards are met.
6. Oversees accounts payable operations for the University including the workflow processes within the financial reporting system.
7. Oversees the daily cash management of the University providing recommendations for cash reserves and short term investment decisions.
8. Acts as University liaison with external auditors ensuring that all schedules, reconciliations, and statements are prepared timely for execution of annual financial and A-133 audit.
9. Directs preparation and filing of the University's 990 tax returns in coordination with University's external tax advisors.

10. Collaborates with Executive Vice President (EVP) and leadership team preparing annual budget, modeling various enrollment and revenue scenarios, and prepares formal budget request documents for submission to Board of Directors for approval.
11. Assists EVP in providing financial information and recommendations concerning strategic growth of existing programs and business modeling for potential new programs.
12. Directs and ensures timely submission of various regulatory financial reporting (e.g EZ Audit, Federal Clearing House, Higher Learning Commission, etc.) and tax filings (e.g. 1099, 1098-T, etc).
13. Prepares and presents (when requested) various financial reports and metrics to the University's Finance, Audit, and Compliance Committee providing accurate and relevant information for their consideration and fiduciary responsibilities.
14. Maintains and assesses University's financial internal control procedures ensuring accuracy of financial records and appropriate compliance procedures.
15. Remains to date and current with all not-for-profit and regulatory financial reporting regulations and pronouncements.

QUALIFICATIONS

1. Bachelor's Degree in accounting/finance required, CPA preferred.
2. 3 -5 years prior experience in accounting/finance required.
3. Strong organizational and problem-solving skills and the instinct to pay attention to detail.
4. Ability to effectively interface with all levels of the organization and outside contacts, using a high degree of judgment and discretion.
5. Ability to handle confidential materials and information, maintaining credibility through business relationships.

To Apply:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2219763