

Controller



Department: Accounting

Type: Staff, Full-time

Reports to: Vice President of Finance and Administration

Stephens College is seeking a Controller to provide leadership and management to the accounting and financial reporting functions and processes of the College. This includes assuring compliance with all applicable Federal, State and College regulations and policies, management of the general ledger, accounts payable, accounts receivable, student billing and collection functions, and oversees completion of tax filings (Forms 990, 990-T, 1099, 1098-T). The Controller manages a staff of three and reports to the Vice President of Finance and Administration.

Responsibilities

1. Ensures the accurate and timely processing of all accounting transactions and compliance with federal, state, and college regulations and policies and generally accepted accounting practices.
2. Prepares periodic management and financial reports and surveys as required for internal and external users including senior management and regulatory agencies.
3. Serves as the college's primary point of contact for external accounting and auditing entities. Manages the external audit calendar and coordinates with the external auditor.
4. Prepares the annual financial statements of the College. Prepares documents in support of all audit activities.
5. Maintains the subsidiary ledger (Fundriver) to account for all investment and endowment activity. Prepares the annual endowment distribution. Communicates available funding to Financial Aid and Advancement.
6. Is actively engaged in the daily operations of the department, provides guidance, and is a direct contributor to the daily work flow and operations of the department. Reviews work products for accuracy and completeness. Assures the work for all accounting functions are completed timely.
7. Develops and monitors cash flow analysis to support planning and management of College resources;
8. Identifies and recommends policies and procedures related to the financial and business practices of the college. Plans and implements new operating procedures and information technology advances to improve service quality and efficiency of service delivery.
9. Sets a standard of exemplary service to all customers; fosters and maintains positive relationships and works collaboratively with faculty, staff, and students.
10. Develops and implements short- and long-range department goals consistent with college strategic directions and senior management direction.

Responsibilities Continued:

11. Takes functional leadership responsibility for accounting information systems (Great Plains), including the interface(s) from College's Ellucian (student) system software and interfaces with other institutional systems, including e-commerce applications.
12. Has signature authority for College documents.
13. Supervises a staff of three
14. Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in accounting.
- Five (5) years related accounting experience and three (3) years progressive management experience and training; or equivalent combination of education and experience.
- Knowledge of and demonstrated expertise in fund accounting, including state, federal and institutional fund accounts. Knowledge of FASB accounting rules in higher education.
- Must be able to: read, analyze and interpret complex financial data; respond effectively to questions and prepare material in response to inquiries; make concise and effective presentations on complex topics; exercise judgment and discretion as well as handle confidential information.
- Must have previous experience using production accounting and reporting application(s) and production databases and possess excellent end user computer skills, including Microsoft Office products (Word, Excel, PowerPoint).
- The Controller must be able to step in and provide backup support in critical functions to meet and cover staff absences.
- Must be well-organized, flexible and able to manage multiple projects simultaneously.

Preferred Qualifications:

- Certified Public Accountant (CPA)
- MBA or Master's degree in related field.
- Previous experience working in private higher education
- Previous experience with Great Plains.
- Previous experience using Ellucian

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To Apply:

Qualified applicants should complete an online [Stephens College application](#) with the following:

- A cover letter that addresses how your experience qualifies you to meet the responsibilities.
- Resume

The successful candidate must pass a criminal background check.

EOE. Stephens values a diverse campus community.

Smoke Free Campus