

Lincoln University Job Description

Job title:	<i>Controller</i>
Department:	<i>Fiscal Affairs</i>
Reports to:	<i>Vice President for Fiscal Affairs</i>

Job Summary:

The controller position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the University's reported financial results, and ensure that reported results comply with generally accepted accounting principles. The position involves supervision of accounting staff, cash, journal entries, grants and reconciliations.

Qualifications:

- Bachelor's degree in accounting or business administration.
- CPA and MBA preferred
- At least five years of accounting experience with a minimum of 3 to 5 years of supervisory experience.
- Skills in budgeting, grants accounting, receivables, financial statement preparation, tax preparation and audit support.
- Demonstrated working knowledge of EDP-oriented accounting systems and non-profit accounting practices, and GAAP.
- Exceptional ability to manage staff effectively.
- Outstanding skills in math, accuracy and precision, interest in business, organized, willingness to follow recommended procedures, honest, patience, good written and oral communication skills, good people skills, team player.

Essential Duties and Responsibilities:

- Develop, analyze, and interpret statistical and accounting information in order to appraise operating results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the University.
- Maintain a documented system of accounting policies and procedures, system of accounts, and records on all University transactions and assets.
- Oversee the operations of the accounting department staff and functions, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Issue timely and complete financial statements.
- Prepare and issue monthly, quarterly, and annual financial statements and reports.

- Ensure that monthly bank reconciliations are completed accurately and on time.
- Maintain the chart of accounts, an orderly accounting filing system, and a system of controls over accounting transactions.
- Calculate and issue financial and operating metrics and provide for a system of management cost reports.
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations.
- Perform various accounting functions according to documented procedures to ensure that monthly and year-end close processes are completed accurately and on time.
- Streamline reconciliation processes to complete relevant accounting tasks on time.
- Prepare reports that outline the University's financial position in the areas of income, expenses, based on past, present and future operations.
- Coordinate the provision of reports and other information to external auditors for the annual audit and address general ledger related audit control comments.
- Monitor debt levels and compliance with debt covenants.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Assist departments in budgeting financial needs, accelerating cash receipts, and controlling disbursements, overseeing bank balances, proper grant accounting, and evaluating and implementing computerized accounting systems.
- All relevant duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.