FISK UNIVERSITY

Job Description Form

Position Title: Controller

Department: Finance

Reports To: Vice President for Finance & Chief Financial Officer

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: January 2012

POSITION SUMMARY

The University Controller serves as the chief accounting officer for the University and is responsible for the leadership and management oversight for the following business office operations: audit, accounting, purchasing, accounts payable and fixed assets, advancement receivables and grants accounting. In addition, the Controller assists the Vice President for Finance in maintaining, developing and implementing sound institutional fiscal and practices policies. This position reports to the Vice President for Finance and Chief Financial Officer and is a member of the President's Cabinet.

ESSENTIAL FUNCTIONS

- Provide leadership and management oversight for the following Business Office functions: auditing, accounting, grants accounting, purchasing, accounts payable and fixed assets.

- Develop and maintain the University's financial accounting system to account for the receipt and expenditure of all funds and the reporting of such to the University administration and external agencies.

- Monitors the university's cash flow and revolving line of credit commitments to ensure the availability of funds necessary for daily operations. Reviews cash flow reports and compiles cash flow projection reports for review by the CFO, President and/or Board of Trustees.

- Oversees the University's financial reporting systems and maintains accurate

and detailed financial records, including, reviewing accuracy of journal entries, reviewing the general ledger and account reconciliations, preparation of financial statements such as balance sheets, statements of operation, and statements of changes in cash flow position, in accordance with Generally Accepted Accounting Principles.

- Directs all activities of the University's external and internal auditing functions on an ongoing basis to assure the receipt of timely audited financial statements reflecting an opinion without reservations on all required reports and statements. Ensures compliance with standards issued by the Financial Accounting Standards Board, the American Institute of Certified Public Accountants, the National Association of College and University Business Officers, the Internal Revenue Service, Department of Education and other agencies. Maintains current knowledge of all accounting issues affecting higher education.

- Provides review of the financial administration and accuracy of Title IV programs at the University which include Perkins and Stafford loans, SEOG, Pell and Work-Study.

- Provides oversight and monitoring of grant award, grant draw-downs and other grant reporting and reconciliation functions.

- Reconciles financial aid and fundraising reports to cash received and general ledger reports monthly to ensure accurate and consistent reporting by all departments.

- Compiles and administers monthly investment summary.

- Completes 990 annual tax filing for the University.

- Ensures that the University's fixed assets and equipment inventory reporting is accurate and oversees the accounts payable and purchasing functions and provides associated reconciliations and reporting.

- Develops, promotes, and follows sound fiscal practices and procedures and practices in the conduct of the university's business and financial affairs. Monitors and evaluates financial programs on an ongoing basis to ensure their effectiveness and reports any anomalies to the CFO/President.

- Provides overall supervision, coaching and training to the accounting staff, including evaluation of performance in relation to University strategic goals.

- Promotes accountability and proper stewardship of all university funds.

- Attends, completes financial reports and makes presentations, to the President's Team and/or Board of Trustees as directed by the VP for Finance and/or President.

- Collaborates with Information Technology Services to ensure effective conversion upgrade and maintenance of software for the Finance Office and facilitates the development of information systems to meet current and future demands.

- Assists with obtaining explanations of budget variances and development of remedial action plans with responsible managers. Assists with budget revisions and forecast development.

- Assists the Vice President for Finance in maintaining external financial relationships of the university with banks and other financial institutions.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of SCT Banner finance module and Microsoft Software
- In depth knowledge of GAAP for Colleges and Universities and possess comprehensive knowledge of financial management, accounting, auditing and grant management functions.
- Ability to analyze complex financial information and operational systems
- Highly proficient oral and written communication skills.
- Ability to work with a diverse constituency throughout the campus and in the external community.
- Excellent leadership and team-building skills and an ability to promote collaboration, teamwork and partnerships with internal and external constituents.
- Strong proficiency in analyzing data and generating customized reports.
- Possess effective analytical and problem solving skills
- Possess effective conflict resolution and negotiation skills.
- Very detailed and results oriented with an ability to set priorities, multi-task and met deadlines.
- Demonstrated competency in strategic planning.
- Ability to maintain confidentiality.

QUALIFICATIONS

- Education: Bachelors degree or equivalent in Accounting or related field from an accredited college/university.
- CPA Certification required.

SECONDARY FUNCTIONS

- Other duties as assigned by the Vice President for Finance.
- Provides budget and financial analysis as directed by the Vice President for Finance.
- Serves on various committees of the university as required.
- Serves on professional associations to stay current with developments, trends and practices.
- Performs other special assignments as directed by the Vice President for Finance.
- Performs duties and assumes responsibility as required pertaining to the university's subsidiaries.

ORGANIZATIONAL RESPONSIBILITY

Provides leadership, supervision to, and manages the Senior Accountant, Accounts Payable Manager and General Ledger Accountant.

Experience:

- Minimum of seven (7) years of accounting experience
- 3 to 5 years of experience in the leadership of an accounting operation and staff development
- SCT Banner experience required. Information systems experience is required with special emphasis with Microsoft Office programs (Excel, Access, etc.).
- Knowledge of Not for Profit accounting, budgeting and auditing procedures
- Experience working with sponsored research and federal grant monies a plus

Licenses or Certificates:

CPA certification required

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.