

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Asset & Internal Control Manager

Function of Position:

Full-time administrative position, responsible to the Controller for oversight of the College's asset management and internal control structure. This includes overseeing the College's audits, creating and revising policies and procedures to ensure appropriate controls are in place, while also considering efficiency and effectiveness. Coordinate & technically review the work of the Business Office staff as it relates to budgeting, expenses, grants and agency accounts. Significant interaction with Cabinet members, department heads, and Business Office personnel.

Principal Duties and Responsibilities:

- 1) Leads, coordinates and participates in various operational projects, including but not limited to: (45%)
 - Strategies, plans and recommendations and solutions as requested by the Vice President for Finance & Administration or Controller.
 - Coordinates purchasing agreements for the College to identify savings.
 - Establish and oversight of a process to sell assets no longer utilized by the College.
 - Provide Assistance to the Vice President for Finance & Administration.
- 2) Schedules and directs the annual financial audit and supervises the preparation of audit work papers prepared by others. Prepares more complex audit work papers for the annual audit and assists in the preparation of the financial statements; comply with applicable financial and accounting standards, regulations and policies. (25%)
- 3) Manage and oversee the budget process, grant accounting and reporting requests. Provides support to the Controller to manage the college's budget process. Supervise and manage the Sr. Financial Analyst and student employee positions within the Business Office by leading, training, and motivating individuals and completing performance appraisals. (13%)
- 4) Recommends and directs changes in property management, inventory, and other related procedures and controls. Ensures documentation and compliance with regulations, operating practices, and internal controls; recommending opportunities to strengthen the internal control structure. (10%)
- 5) Automate and improve processes to increase efficiency of the office and timeliness of providing accurate information to customers. (10%)
- 6) Other related duties as assigned. (2%)

Supervision:

Employee is responsible for determining own work assignments and creating and implementing appropriate policies and procedures, while considering the internal control environment. Employee independently devises new methods to meet conditions and only confers with supervisor regarding unusual matters.

Minimum requirements:

Requires a bachelor's degree in Accounting or Finance; seven years of experience in accounting, including project implementation experience, and four years of supervisory experience.

Demonstrated knowledge and application of accounting standards (FASB), auditing principles and practices. Significant experience with computers, including extensive knowledge and experience with Excel and an understanding of data-based management. Ability to take initiative and meet deadlines.

Strong written, oral and interpersonal skills; ability to establish and maintain effective communications with students, parents, faculty, staff, and other offices.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.