

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position: Director of Financial Reporting

Preparation Date: November 2021

Function of Position:

Full-time administrative position, responsible to the Controller for oversight of the College's financial reporting, including budget, audit, tax, investments, and internal control structure. This includes overseeing the creation of budget models for review and approval by the President's Budget Advisory Council (PBAC) and the Business & Finance (B&F) Committee of the Board. Creating and revising policies and procedures to ensure appropriate controls are in place, while also considering efficiency and effectiveness. Coordinating and reviewing the work of the Business Office staff as it relates to the audit, certain tax reporting, accounts payable, budgeting, expenses, and grants. Significant interaction with Cabinet members, department heads, and Business Office personnel as well as the Business & Finance Committee of the Board. This is a full-time twelve-month position.

Principal Duties and Responsibilities:

- 1) Schedule and direct the annual financial audit. Review and supervise preparation of audit work papers prepared by others. Prepare more complex audit work papers for the annual audit and assist in the preparation of the financial statements; comply with applicable financial and accounting standards, regulations, and policies. Schedule the audit with the auditors and schedule and lead Audit Committee meetings and provide appropriate reports. (30%)
- 2) Supervise and manage the Financial Reporting staff positions. This includes leading, training, and motivating individuals as well as handling performance appraisals. (10%)
- 3) Manages the college's budget process. Develop high-level budget models and budget to actual reports for review and approval by PBAC and the Business & Finance Committee of the Board. (20%)
- 4) Oversee the use and accounting of agency, grant and restricted accounts and assist in creating and implementing appropriate related policies and procedures. Review, approve, and post related general ledger entries. (5%)
- 5) Handle all aspects of the pooled endowment and gift annuity investments, including investment reports, requesting of funds, and unitization and accounting of funds. Schedule the Investment Subcommittee meetings and work with the investment consultant to provide appropriate materials for those meetings (10%)
- 6) Lead the process for preparing the 990 and 990-T annual tax returns. (12%)
- 7) Leads, coordinates, and participates in various operational projects, including but not limited to: (3%)
 - Strategies, plans and recommendations and solutions as requested by the Vice President for Finance & Administration or Controller.
 - Provide assistance to the Controller.
- 8) Serve as the primary back-up for the: (4%)
 - Budget & Accounts Payable Manager's work associated with budget questions, agency, restricted & grant accounting questions, overseeing the accounts payable function, processing accounts payable checks, and reviewing, approving, and posting appropriate general ledger entries,
 - Controller's work associated with PBAC, B&F, selling of stocks, bonds, and mutual funds from donors, and reviewing, approving, and posting general ledger entries.
- 9) Oversees processes related to accepting credit cards, recording transactions, reconciling activity and compliance reporting. (2%)
- 10) Participate in ongoing process improvements and document processes related to job duties. (2%)
- 11) 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 or related field; supervisory experience. CPA certification preferred.

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.

Strong written, oral, and interpersonal skills; ability to establish and maintain effective communications with students, parents, faculty, staff, committees, and other offices. Ability to take initiative and meet deadlines.

Application Procedure:

Send letter of application which includes the qualities you offer within the context of the Wartburg College mission, curriculum vita or résumé, and contact information for three references electronically to: hr@wartburg.edu. See <http://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.