

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Controller**

Preparation Date: August 2021

#### **Function of Position:**

The Controller is responsible to the Vice President for Finance and Administration for leadership of the Business Office, promoting stewardship of College resources related to collecting and disbursing money, and providing related reports in a timely and accurate manner. Serves as the main contact for the Business & Finance Committee of the Board. This is a full-time twelve-month position.

#### **Principal Duties and Responsibilities:**

##### ***Supervise & Manage (27%)***

- 1) Supervise and manage the Business Office functions, including student accounts, accounts payable, revenue and expense budgets, student employment, and all reporting functions. (10%)
- 2) Supervise Business Office staff, including leading, training, and motivating individuals and completing performance appraisals, as appropriate. (8%)
- 3) Provide support and coordination for accounting/business functions performed by other departments (e.g. Financial Aid, Advancement, Registrar, Residential Life) including establishing and reviewing policies. (5%)
- 4) Provides main back up for the Data Base Reporting Manager related to executing banking transactions. (2%).
- 5) Other related duties as assigned. (2%)

##### ***Budget & Financial Reporting (41%)***

- 6) Oversee financial reports and review and prepare work papers for the external auditor's review for the following reports: annual audit, federal audit, tax return, and debt compliance. (10%)
- 7) Oversee the budget planning process, in consultation with the President's Budget Advisory Council (PBAC) and other Business Office personnel. (10%)
- 8) Collaborate with the Director of Financial Reporting in developing high-level budget models and summary budget to actual reports for PBAC, Business & Finance Committee, and the Board. (5%)
- 9) Assist the Vice-President for Finance and Administration with financial analysis and budget development and controls, including creating budget models for new initiatives. (7%)
- 10) Oversee the completion of surveys. (3%)
- 11) Participate in Board of Regents committee meetings and provide the lead for the Business & Finance Committee meetings. (3%)
- 12) Provide input, financial review, and oversight for Wartburg West Housing. (3%)

##### ***Internal Controls & Continuous Improvements (15%)***

- 13) Lead or guide projects that will automate and improve processes to increase efficiency of the Business office and timeliness of providing accurate information to customers. (8%)
- 14) Monitors internal control environment of the overall organization, including segregation of duties and access to banking and systems and drives quality and process improvement efforts. (3%)
- 15) Comply with applicable financial and accounting standards, regulations, and policies. (2%)
- 16) Participate in on-going process improvements and document processes related to job duties. (2%)

### ***Risk Management (10%)***

- 17)Oversee the day-to-day property & casualty insurance needs, including providing appropriate coverage for new property and equipment, providing insurance binders when requested, and requesting insurance binders when appropriate. (5%)
- 18)Serve as the primary risk management officer of the institution including reviewing contracts as needed and contacting legal counsel when appropriate; Oversee compliance regulations within the Business Office operations. (5%)

### ***Cash & Investments (7%)***

- 19)Manage short-term cash investments and handle investing of pooled endowment, gift annuity and other investments, as guided by the Investment Subcommittee of the Board. (5%)
- 20)Handles the selling of stocks, bonds, and mutual fund gifts from donors. (2%)

### **Supervision:**

Employee is responsible for determining own work assignments, 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 business, or related field; ten years of experience in accounting, financial reporting and/or related field and seven years of supervisory experience; demonstrated knowledge and application of accounting standards (FASB); significant experience with computers, including extensive knowledge and experience with Excel and an understanding of databased management. Also, strong written, oral, and interpersonal skills; ability to establish and maintain effective communications with students, parents, faculty, staff, and other offices; enthusiasm for students and their education; strong commitment to service. CPA or advanced degree in business or related field preferred as well as experience in higher education.

### **Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](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 members of underrepresented ethnic and minority groups.