

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Budget & Accounts Payable Manager

Preparation Date: January 2022

Function of Position:

Responsible to the Director of Financial Reporting for coordinating and managing data related to budgeting, accounts payable, and auditing, using the college's administrative software (i.e., Jenzabar), supplemented with other tools (e.g., InfoMaker, Excel, etc.) within the Business Office. Significant interaction with campus departments, department budget managers, and Business Office personnel. This is a full-time, twelve-month position.

Principal Duties and Responsibilities:

1. Collaborate with the Director of Financial Reporting and Controller to manage the college's budget process. Areas of focus include but not limited to (35%):
 - Oversee data collection for budget building, reconciliation of budgets to the Board reports, budget adjustments, and monthly reporting to the President's Cabinet and departments.
 - Department budgets, equipment & technology budgets, capital budgets, revenues, and other related budget areas.
 - Assist with tuition, fees, room, and board rates set annually.
 - Respond to budget related questions from faculty, staff, and the Cabinet.
 - Assist with preparing materials for the President's Budget Advisory Council (PBAC).
 - Review processes used related to budgeting and create and implement new processes.
2. Manage, supervise and oversee the accounts payable function which includes supervision of the Accounting Assistant. (30%)
 - Review accounts payable processing performed by the Accounting Assistant to ensure appropriate policies and procedures are being followed including correct general ledger account numbers and authorized approvers.
 - Process accounts payable checks and payments processed through the college's third-party payment processor.
 - Oversee preparation of federal Form 1099-MISC and 1099-NEC for appropriate vendors.
3. Review and supervise preparation of audit work papers that other employees prepare; prepare more complex audit work papers for the annual audit; assist in the preparation of the financial statements; comply with applicable financial and accounting standards, regulations, and policies. Specific emphasis related to capital projects. (10%)
4. Train and supervise student employees in the completion of monthly general ledger account reconciliations and other assignments. (5%)
5. Review, approve, and post appropriate general ledger entries. (5%)
6. Assist with preparing the 990 and 990-T annual tax returns. (5%)
7. Assist with preparation of various surveys and reports requested from Cabinet, faculty, staff, and outside agencies. (5%)
8. Participate in ongoing process improvements and document processes related to job duties. (4%)
9. Perform other related tasks as assigned. (1%)

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires a bachelor's degree in accounting/finance or equivalent experience in budgeting, accounts payable, auditing, tax and/or financial statement reporting. Effective communication skills needed to work with numerous departmental staff and students and strong commitment to customer service. Requires extensive computer knowledge in Microsoft Office environment, strong Excel skills, and database management. CPA certification and supervisory experience are preferred.

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. 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 members of underrepresented ethnic and minority groups.*