

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position –Financial and Investment Reporting Manager**

Preparation Date: October 2020

**Function of Position:**

Responsible to the Director of Financial Reporting for coordinating and managing data related to budgeting, auditing, expenses, grants and agency accounts as well as pooled endowment & gift annuity assets using the administrative computing system, supplemented with other tools (e.g. InfoMaker, Excel, etc.) within the Business Office. Significant interaction with department heads, Business Office personnel, and individuals involved with grants. Also works with the President's Budget Advisory Council (PBAC) and is the main contact for the Audit Committee and Investment Subcommittee of the Board of Regents. This is a full-time twelve-month position.

**Principal Duties and Responsibilities:**

1. Schedules and directs the annual audit. Review and supervise preparation of audit work papers that other employees prepare; 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. Collaborate with the Director of Financial Reporting & Executive Director for Business & HR to manage the college's budget process. Areas of focus include but not limited to (25%):
  - Department budgets, equipment & technology budgets, capital budgets, revenues and other related budget areas.
  - 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.
  - Assist in the facilitation of the President's Budget Advisory Council.
  - Review processes used related to budgeting and create and implement new processes.
  - Respond to budget related questions from faculty, staff, and the Cabinet.
  - Provide appropriate information to PBAC and schedule those meetings
3. 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 (12%)
4. Lead the process for preparing the 990 and 990-T annual tax returns (7%)
5. Serve as the primary back up for the (5%)
  - Director of Financial Reporting's work associated with the overall budget process,
  - Student Employment Manager's work associated with responding to questions about student employment budgets
  - Data Base Reporting Manager's work associated with preparation and filing of various tax forms,
  - Data Coordinator & Accounts Payable Manager's work associated with reviewing, approving, and posting general ledger entries,
  - Executive Director of Business & HR's work associated with short-term investments, and
  - Accounts Payable Coordinator's work associated with processing bank wire transfers
6. Generate and file W-2 tax forms related to faculty and staff. (5%)
7. Train and supervise student employees in the completion of monthly general ledger account reconciliations and other assignments. (5%)
8. Prepare and submit various surveys and reports requested from Cabinet, faculty, staff and outside agencies. (4%)
9. Oversee the use and accounting of agency, grant and restricted accounts and assist in creating and implementing appropriate related policies and procedures. (4%)
10. Review, approve, and post appropriate general ledger entries. (3%)
11. Participate in ongoing process improvements and document processes related to job duties. (2%)
12. 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 similar field plus five years' experience in budgeting, 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](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.*