

WARREN WILSON COLLEGE

Position Description

POSITION TITLE: Controller
(Full-time, 12-month position)

DEPARTMENT: Accounting

REPORTS TO: Vice President for Administration and Finance

POSITION SUMMARY:

The Controller manages the accounting function of the College, which provides information, primarily financial in nature, about College activities that will assist management, its trustees and others in making educated economic decisions about the College's future. This includes supervision of a Payroll Manager/Accounting Specialist, Accounts Receivable Supervisor, Accounts Payables Supervisor, Accounting Assistant and student workers. The Controller, assures maintenance of accounting practices according to NACUBO and FASB standards, monitors short-term cash management activities, follows investment strategies as dictated by the Board, oversees and recommends computing requirements, is responsible for the annual audit, and federal and state financial reporting. The Controller also assists the Vice President for Business with the budgeting process and helps to evaluate financial strategies and positions by providing accurate financial statistics.

SPECIFIC RESPONSIBILITIES:

1. Follows NACUBO and FASB accounting standards.
2. Provides supervision, direction, and coordination of assigned financial operations to encompass accounts payable, accounts receivable, payroll and cashiering activities.
3. Oversees the financial management of the Grove Arcade Warren Wilson Store.
4. Ensures that Federal and State reports are prepared as required by the government on a timely basis.
5. Requests and manages federal funds and monitors electronic funds transfers.
6. Monitors and remits for investment all gifts for endowment as well as distribution of earnings based on the College's spending rate.
7. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses and attending training and/or courses required by the Vice President for Business.
8. Ensures that all deposits, invoices, and required principal/interest payments on the College bonds/debt are made on a timely basis.
9. Coordinates the annual audit.
10. Assists the Vice President for Administration and Finance on the annual budget.
11. Prepares monthly reports for departmental budget managers and administrative officers.
12. Directs the personnel activities of the accounting office to including hiring, training, and merit recommendations.
13. Contributes to the overall success of the Accounting Office by performing other related duties and responsibilities as assigned.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

1. Bachelor's degree in accounting or business with 10 of more years professional in the accounting field required.
2. Basic knowledge of accounting and non-profit accounting required.
3. Three successful years of experience managing an office and/or experience supervising individuals in an accounting environment.
4. Knowledge of the basic accounting controls, such as the division of duties to insure safety for the institution.
5. Ability to interact with administration, faculty, staff, and students.
6. Proficient in Excel, Word and Internet interaction.
7. Ability to function in multi-task oriented environment and to perform during periods of peak productivity.

Employee's signature

Date

Supervisor's Signature

Date