

POSITION DESCRIPTION

TITLE: Controller - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Under the direction of the Vice President for Business and Finance/CFO and working closely with the Assistant Vice President of Finance, the Controller oversees the operations of the College's financial accounting department, including preparation of the annual financial statements. The Controller must have a deep understanding of GAAP for non-profit higher education fund accounting and a complex chart of accounts, and experience in managing government grants, restricted and unrestricted gifts, and investment and banking transactions. The Controller should possess strong leadership and communication skills, be a self-starter with excellent judgment, and work effectively with senior management in the development of financial plans. The Controller must be able to clearly communicate policies and procedures and build an environment of trust and support, establishing strong, collaborative relationships with campus partners. The Controller should possess a broad set of critical skills, the ability to effectively analyze and interpret data, have attention to detail, be proficient at organizing and completing routine and long-term responsibilities, and in applying internal controls, and be technologically proficient.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and adhering to the policies and procedures as defined in the employee handbook.
- Must be able to develop and effectively communicate clear, strong guidelines and procedures to business office staff and campus stakeholders.
- Supervises, professionally develops, and evaluates the performance of the Assistant Controller/Director of Accounts Management, Assistant Controller, and all Accountants.
- Develops and implements processes and procedures that strengthen and support the College's finance operations.
- Approves journal entries in both the College and State financial systems, ensuring accuracy, timeliness, authorization, and completion of the transactions so represented.

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- Coordinates the year-end financial closing process, prepares the annual financial statements, and serves as a liaison with the external and legislative auditors in the satisfactory completion of their work on behalf of the College and the State.
- Coordinates with the Office of Information Technology to ensure computerized mainframe-based accounting operations are performed accurately and timely and to gain the advice and cooperation needed to implement procedural changes which include different or greater use of technology.
- Responds to inquiries related to financial performance (prepares the Integrated Postsecondary Education Data System finance survey and others as required by Institutional Research and/or external constituencies such as the Maryland Higher Education Commission, US News and World Report, etc.).
- Serves as authorized signer for petty cash, student government imprest, electronic funds transfer, and other banking accounts that may be established.
- Ensures that changes in the College's or the State's financial accounting systems are incorporated into the workflow and procedures of the Business Office with a minimum of disruption and with the achievement of objectives including efficiency, accuracy, flexibility, timeliness, and compliance with internal control and financial reporting needs.
- Accurately and judiciously informs the Vice President for Business and Finance/CFO and the Assistant Vice President of Finance of the status of ongoing activities, projects, concerns--especially regarding breach of internal control--or proposals for enhancement of operations, on a periodic basis and as needed.
- Manages the College's outstanding debt, ensuring timely debt service payments, accurate record keeping, and compliance with debt covenants; participates in debt issuance as needed, including interacting with securities, insurance, and legal professionals.
- Oversees the timely and accurate recording of financial transactions with an understanding of the concept of internal controls.
- Ensures that the College's accounting policies and procedures are prudent and appropriate and result in the periodic generation of accurate and timely audited financial statements.
- Discusses, receives, and responds to findings of independent and/or legislative auditors, implements procedural changes as needed and represents the College's response to the finding as appropriate.
- Ensures proficient, competent functioning of the department as a synergistic, service-oriented team, in meeting the many and varying needs of the College's internal and external customers—including the affiliated organization of Historic St. Mary's City.
- Maintains compliance with financial accounting and reporting standards in accordance with professional standards.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in accounting or in business administration with significant accounting coursework. CPA required and MBA preferred.
- Experience: Minimum of eight years of experience in controller and business operations preferred.
- Minimum of eight years' experience supervising varied business operations in a complex organization are required; accounting, budgetary, and marketing experience working in a non-profit organization, college, or university setting is preferred.
- A comprehensive set of both quantitative and critical skills, including an in-depth understanding of non-profit financial concepts and principles; an ability to effectively analyze and interpret data with attention to detail; strong leadership and communication skills; an ability to work effectively with senior management in assisting with the development of financial plans.
- In-depth knowledge of fund accounting and GAAP for higher education.
- Demonstrate the ability to learn and master complex technology systems.
- Tact and sensitivity to requirements of working with confidential data.
- Ability to communicate effectively in writing and verbally.
- Proficiency with Microsoft Excel spreadsheet applications.
- Knowledge of marketing principles and philosophy of providing excellent customer service.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.