



Position Description

Position Title: Controller

JOB PURPOSE: The Controller serves as the lead accounting officer and, with limited supervision, is responsible for accounting operations, completion of the annual audit, internal and external financial reporting and internal control as well as compliance with GAAP and federal, state and local laws and regulations related to the finances of not-for-profit institutions. The Controller supervises the areas of general accounting, grant accounting, endowment/restricted funds accounting, debt compliance, cash management, payroll, accounts receivable (including student accounts), accounts payable, fixed assets, tax compliance and internal control systems for financial operations. Reports to the Vice President for Finance and CFO.

ESSENTIAL FUNCTIONS:	% of time
Financial & Departmental Management	30% of time
Manage cash needs of the Seminary, including monitoring cash balances in accounts, ensuring transfers between accounts are handled appropriately and timely, and ensuring that endowment draws are approved and performed as needed.	
Serve as supervisor for payroll functions, whether in-house or outsourced and ensures that payrolls are processed timely, accurately, and in accordance with all relevant statutes and regulations.	
Supervises the accounting team and other functions such as payroll, Bursar's office, etc. Supports the Finance team by meeting regularly with all direct reports, managing performance on an ongoing basis throughout the year, ensuring effective performance management for indirect reports, creating and ensuring opportunities for team development and supporting recognition efforts that build morale.	
Partner with the Human Resources department, especially in the effective execution of the payroll function and employee benefits.	
Develops, implements, documents and adheres to accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP), the Financial Accounting Standard Board's standards for not-for-profit entities, applicable government and private grant management guidelines, and applicable tax and bond regulations. Develop greater awareness of GAAP requirements within the department.	
Leads processes for appropriate reporting of taxes for non-resident aliens through the Glacier software and in collaboration with Financial Aid, Global Services, and the payroll function.	
Oversees all accounting functions of the Seminary.	
Provides leadership and mentoring for accounting staff, fosters a team environment, and support staff professional development	

Promotes a culture of customer service excellence and community engagement by all members of the staff, work collaboratively with other campus departments, and communicate accounting policies and changes to the Seminary community.	
Budget Preparation and Analysis	10% of time
Works with the Vice President for Finance and CFO and Deputy to the CFO to plan, prepare and implement the Seminary's annual operating and capital budgets; monitors budget implementation by preparing interim reports and analyzing budget variances throughout the fiscal year.	
Annual Audits	20% of time
Serves as primary liaison with the external auditors for both financial audit and Uniform Guidance Audit.	
Assigns tasks as appropriate to Business Office staff and key personnel in other departments to ensure all audit requests are submitted accurately and timely.	
Prepares annual financial statements in accordance with accounting guidelines and best practices.	
Financial Reporting	25% of time
Prepares reports for external reporting requirements including IPEDS Finance Survey, FISAP, reports to credit agencies and accreditation organizations.	
Ensures the accurate and timely preparation and filing of federal and state tax returns and schedules (990T, 1099's, 1098T's, 1041, 1042, 1042S, 4720, 1095C's, PCORI, sales & occupancy tax reporting, etc).	
Ensures that payments, reporting/disclosures, accounting entries and other covenants for the Seminary's taxable and tax-exempt bonds are met in a timely manner.	
Supports grant reporting by providing necessary payroll and financial information for departments that manage grants.	
Operational Effectiveness and Internal Control:	15% of time
Stewards all resources, including budget, effectively and appropriately; Meets operational targets, develops innovative solutions, and continuously improves department and operational efforts	
Assists in development and implementation of modifications to existing accounting policies and procedures as to promote efficiency; continuously review accounting practices to meet the evolving needs of the Seminary and to incorporate best practices; Develops and implements effective internal control policies and procedures.	
Total	100% time
OTHER FUNCTIONS: Serve as requested on committees; remains apprised of changes in accounting rules and standards impacting higher education	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Bachelor's degree in accounting
- Minimum of ten years of progressive experience in an accounting/finance position in non-profit or higher education
- Extensive knowledge of the principles, theories and practices of non-profit/fund accounting, auditing, budgeting and financial management.
- Excellent attention to detail, and analytical, communication and presentation skills.

- Commitment to process improvement; flexibility and willingness to adapt to change.
- Absolute integrity and discretion, especially in the handling of confidential information.
- Excellent interpersonal skills, including the ability to relate to broad constituencies including staff, administrators, senior executives, board members, students, and external professionals.
- Enjoy being a part of a community dedicated to the Seminary's mission, working as part of a professional team, and motivating others to develop and achieve.
- Demonstrated initiative and strong work ethic with the ability to work in a fast-paced environment.

PREFERRED QUALIFICATIONS AND SKILLS:

- Master's degree (Accounting, MBA or similar) *strongly preferred*
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA)
- Experience working in Higher Education

Commented [TC1]: This is a change for previous integrations -are you sure you want CPA required and not preferred?

PHYSICAL / ENVIRONMENTAL DEMANDS:

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

STATUS: Exempt, Administrator

Prepared by: Jean Hall

Date:

Princeton Theological Seminary reserves the right to amend this position description at any time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.