

DATE: February 2019
POSITION: Senior Controller
DEPARTMENT: Business Office
REPORTS TO: Chief Strategy & Operations Officer
FLSA STATUS: Exempt/Full-time

PRIMARY PURPOSE

The Senior Controller is responsible for overseeing and managing the accounting and finance operations of the institution, including the production of accurate financial reports, maintenance of accounting records, implementation of controls to mitigate risk, and ensuring the college is in compliance with all regulatory agencies. The Senior Controller provides the institution with the financial information it needs to make good decisions and safeguards the college's assets. The Senior Controller is a key member of the college's leadership team, contributing to the overall college strategy and operations. The Senior Controller develops effective partnerships at all levels of the organization, including senior academic and administrative leadership, to further the financial management of PNCA, to effectively communicate complex ideas, issues, and processes, and to provide expert financial advice in support of budget managers' execution of their individual stewardship and accountability.

DESCRIPTION OF DUTIES & RESPONSIBILITIES

Financial Reporting

- Establish, implement, and monitor all accrual-based accounting policies, procedures, protocols, and practices according to Generally Accepted Accounting Principles implemented at a non-profit institution of Higher Education. Oversee monthly and year-end closing on a timely basis, including the preparation of all supporting documentation.
- Establish and maintain the integrity of accounting data and an integrated accounting system.
- Prepare timely and accurate financial statements. Provide regular financial reporting to the President, Senior Management and Board of Governors.
- Oversee all financial, program/project and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/program period; ensure required financial reporting on government, corporate and grant funding.
- Manage all processes related to cash disbursements & receipts.
- Prepare for audits and serve as primary contact with external auditors. Maintain appropriate records and transaction audit trails for all disbursements and receipts
- Provide guidance to management on the financial implications of business decisions; develop analyses, proformas and models, as needed.
- Manage and forecast cash flow.

Controls & Compliance

- Oversee the implementation of effective fiscal controls.
- Oversee the implementation of the P-Card.
- Ensure compliance with all funding and regulatory agencies and submit reports in a timely manner.

Departmental & Supervisory Responsibilities

- Manage and optimize Business Office workflow.
- Manage and lead Business Office staff. Currently includes:
 - Senior Financial Accountant, responsible for general ledger month-end close, GL data entry and reconciliation, monthly financial and budget reports, assisting with financial statement analysis.
 - Student Accounts, responsible for managing all aspects of student accounts.
 - AP/Payroll Clerk, responsible for accounts payable and payroll.
- Develop the team, cross-train across positions, ensure adequate documentation and support for roles, leverage strengths, and work with individuals to enhance their professional development.

Bank and Institutional Account Management

- Review monthly bank and institutional account reconciliations.
- Problem-solve discrepancies and adjust processes to prevent recurrence.
- Develop and maintain professional business relationships with various banking institutions to elicit excellent customer service from those institutions.

Tracking and Reconciliations of Investments

- Conduct monthly reconciliations of investment accounts, allocating investments between various categories of unrestricted, temporarily restricted, and permanently restricted funds.
- Maintain records towards release from retention of any restricted funds.
- Fixed assets management.
- Maintain fixed assets listing and inventories; develop and calculate depreciation, accumulated depreciation, and all other general ledger transactions related to fixed asset accounting.
- Coordinate fixed asset inventories.

Budget Development and Monitoring

- Assist in the development of the approach, process and tools to be used in the annual budgeting process.
- Ensure technical and data support for designated budget leadership staff, president, leadership team and department managers in the development of budget scenarios and final budget.
- Ensure approved budget is loaded into accounting system.
- Review budgets and compare to actual results; identify and explain variances; assist in development of corrective action plans.
- Provide technical support to president and leadership team on any budget revisions or action plans required mid-year.
- Provide timely and accurate monthly budget vs. actual reports to budget managers and help analyze the data and/or respond to inquiries

REQUIRED QUALIFICATIONS

- CPA or 7 years of accounting experience, with a minimum of 3 years' experience in a Controller-level position.
- At least 1 years' experience managing a finance office with at least 3 employees.
- Excellent communication and presentation skills, both written and oral.
- Proven ability to collaborate and work effectively across an organization.
- Commitment to sensible, workable solutions for transaction processes across the institution, including either awareness of, or interest in, continuous process improvement and other hallmarks of best-in-class institutions.
- Excellent understanding of financial controls and proven ability to administer effectively.
- Ability to meet deadlines and work accurately under pressure.
- Clean, proficient record keeping and attention to detail.
- Knowledge of accounting systems setup, maintenance, and administration.
- Positive attitude.
- Team player.

- Proactive.
- Problem solving ability.
- Excellent proficiency with accounting systems and Microsoft Excel.
- Commitment to diversity, equity and inclusion and ability to work effectively with a group of diverse people.

PREFERRED QUALIFICATIONS

- CPA or CMA preferred.
- Accounting experience in higher education and/or not-for-profit.
- Experience with Great Plains.

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Exempt employees are expected to work the hours necessary to accomplish the goals and deliverables of this position and the business office. Thus, this position has some flexibility in the schedule to accomplish the duties. The standard work week is 40 hours.
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a terminal and operate a computer and telephone for an extended period of time.
- Ability to withstand the stress of a busy office and fast paced working environment.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equity in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

TO APPLY

Please send resume, cover letter, and 3 professional references to:

Human Resources
PNCA
511 NW Broadway
Portland, OR 97209
OR

hr@pnca.edu Please include in the subject line Senior Controller Applicant