

DATE: November 2018

POSITION: Controller

DEPARTMENT: Business Office

REPORTS TO:

FLSA STATUS: Exempt/Full-time

## **PRIMARY PURPOSE**

The Controller is responsible for managing a comprehensive financial and administrative services program. The Controller is a key member of the college's leadership team, contributing to the overall college strategy and operations. The Controller is responsible for keeping the college in compliance with all regulatory agencies.

## **DESCRIPTION OF DUTIES & RESPONSIBILITIES**

- Responsible for the oversight and management of all accounting, General Ledger systems, month-end and year-end close, fiscal controls, audit oversight and coordination with staff.
- Establish, train and implement, and monitor all accrual-based accounting policies, procedures, protocols, and practices according to Generally Accepted Accounting Principles as implemented at a non-profit institution of Higher Education.
- Handle general ledger transactions (journals, adjusting entries) and reconciliations or reviews to maintain an integrated accounting system and maintain integrity of accounting data.
- Manage all cash disbursements and cash receipts and related processes including preparing journals for posting, coordinating with Advancement (fund-raising) for donations and donation processing and with the Financial Aid office for student accounts and fees.
- Maintain appropriate records and transaction audit trails for all disbursements and receipts, including credit card transactions generated by on-line systems feeding into various other software systems used to capture student, donor, and public interactions (PowerCampus for student accounts, Raiser's Edge and similar for fund-raising events, etc.).
- Manage all period-end closing including preparation of all supporting documentation; for year-end close prepare all audit schedules, audit footnotes and other analyses as required.
- Review transactions for alignment with institutional fiscal controls; review, develop and implement with training new or revised fiscal controls in coordination with PNCA management team.
- Consult and communicate with outside auditors as needed.
- Collate dashboard metrics and communicate them with the President and Senior Management.
- Track compliance with the government auditing standards towards monitoring of fiscal controls.
- Contribute to the diversity of the college by bringing a perspective, way of thinking, and/or a unique set of experiences that expand the intellectual conversations and practices in the field.
- Provide reconciliations and reviews of AP transactions and entries as integrated into general ledger system.
- Assist in troubleshooting problem transactions.
- Other duties as assigned.

## **Supervisory Responsibilities**

- Supervise and develop the business office staff which include:
  - Accounting Specialist who focuses on processing all accounts payables and payroll.
  - Student Accounts who collects student tuition
  - Fiscal Analyst

### **Bank and Institutional Account Management**

- Conduct monthly bank and institutional account reconciliations.
- Problem-solve discrepancies and adjust processes to deter from recurrence.
- Develop and maintain professional business relationships with various banking institutions to provide excellent customer service from those institutions.
- Handle daily cash management including accessing line of credit and payback, estimates of cash needs and other cash flow analyses.

### **Tracking and Reconciliations of Investments**

- Conduct monthly reconciliations of investment accounts, splitting 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.

### **Coordination of Data Capture and Analysis**

- Assist with data capture, analysis, and transfer to and from the General Ledger or related accounting modules as needed.
- Execute and maintain systems allowing for institutional data capture, analysis and transfer that affect or are affected by general ledger data.
- Participate in developing new methodologies for effective data collection using accounting tools and other systems so that integrity is assured for institutional data sets that depend on accounting and budget tracking data.

### **Communication/Coordination/Customer Service Focus**

- Due to the high face to face contact with all levels of the organization, including senior academic and administrative leadership, the successful incumbent will show professionalism through a high degree of interpersonal skills including active listening, problem solving, and presentation as these relate to the requirement to provide financial guidance in the formation, tracking, and/or resolution of budgetary issues.
- The success of the position will be based on the ability to develop effective partnerships to further the financial functions of PNCA, effectively communicate complex ideas, issues, and processes, provide expert financial advice while encouraging budget managers to maintain their individual stewardship and accountability.

### **MINIMUM QUALIFICATIONS**

- College level accounting course work required; masters in accounting or related field and/or CPA is desired, but not required.
- 3 years of experience with accounting in Higher Education with nonprofit experience preferred
- Extensive experience with bookkeeping and accounting services using fund accounting principles; intimate familiarity with non-profit Generally Accepted Accounting Principles, including general or specific familiarity with auditing standards, and other governmental or quasi-governmental agency requirements towards non-profit institutions (i.e. IRS and impact of financials on IRS Form 990, etc.).

- Demonstrated excellence in communications--both written and oral required; ability to make presentations to small and large groups for training or informational sharing purposes.
- Work history of handling detailed, complicated transactions with accuracy, speed, and clarity of process.
- 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.
- Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations
- Work habit that is structured, but flexible to deal with situations that arise on a regular ad hoc basis.
- Extensive proficiency with mid-size accounting systems: experience with Great Plains Dynamics required.
- Knowledge of accounting systems setup, maintenance, and administration is preferred.
- Clean, proficient record keeping and meticulous attention to detail required.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality 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](mailto:hr@pnca.edu) Please include in the subject line *Senior Finance Manager Applicant*