

Maranatha Baptist University

Job Description

Job Title: Controller

Department:	Business Office	Supervisor:	CFO
Employee Name:	TBD	Employee Classification:	S-1 Exempt
Prepared by:	Donald Donovan, CFO	Date Updated:	18 March 2021

Summary

Serves as the deputy to the CFO. Responsible for the timely execution of all University financial reports, statements, audits, business offices policies/procedures, taxes, and wealth management. Oversees all journal accounting and the proper functional execution of the Business Office.

Essential Duties

- Responsible for oversight and execution of accounting policies and controls in accordance with industry best practices
- Custodian of all University funds (monitors balances and the EOM/EOQ reconciliation of account statements)
- Wealth manager of short-term investments (CDs, MMAs), advising CFO as needed
- Finance Committee Member and lead budget preparer, working closely with the CFO
- Maintain strong knowledge of regulatory and GAAP requirements impacting University accounting and reporting. Initiate implementation of new requirements in consultation with CFO, auditors and other advisors
- Oversee student account billing analysis
- Oversee University procurement authorization process and controls
- Lead preparer/coordinator for the following: monthly financial statements, workers compensation audit, fixed assets/depreciation schedule, payroll accrual, permanently restricted assets schedule, audits of financial statements and other regulatory audits (DPI)
- Prepares the IRS quarterly 941 Payroll Tax Return, performs end-of-year reconciliation of W-2s and payroll records for both federal and state authorities
- Oversees EOY submission of 1099-Ms, 1099-Rs, 1095s to appropriate authorities
- Provide support for and coordinate filing of the annual IRS 990 Non-profit Organization Tax Return
- Respondent for financial/payroll/benefit surveys (HLC, IPEDS, NCAA, Dept of Ed, etc.)
- Provides financial information as required by various institutional departments and personnel

Supervisory Duties

- The Controller supervises the following positions: Senior Accountant, Staff Accountant, Accounts Payable Clerk and Campus Stores Manager

As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, or abilities required for the position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Education and/or Experience
Bachelor's degree in accounting (BA/BS) from four-year college or university, with five years of related experience and/or training; or equivalent combination of education and experience. CPA credential strongly preferred.
- Skills and Competencies
Familiarity and proficiency with Microsoft Office suite. Intermediate level Excel expertise is required. Experienced user of accounting software. Above average communication skills preferred as position is responsible to answer numerous queries from varying sources.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Ability to occasionally lift or move 25 pounds (case of paper) in support of the printer and facsimile machine.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Days - Monday – Friday
- Hours – First shift (8:00 – 5:00) unless negotiated with supervisor
- Office – professional atmosphere
Department provides customer service so one should expect queries and interruptions as a regular course of duties.
Collaborative – needs to be a team player.
Nature of the work is cyclical with periods of higher demands and stress when budgets, audits and financial filings are required.

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook by the Chief Financial Officer.