



## **JOB DESCRIPTION**

**TITLE: Financial Controller**

**COLLEGE/SCHOOL/DEPT:** Business Office

**DATE PREPARED:** 6/17/2014

**REPORTS TO:** VP of Support Services & CFO

**FLSA:** Exempt

### **POSITION SUMMARY:**

Under the direction of the VP of Support Services & CFO, the Financial Controller directs and manages all of the accounting functions of the University. The University Controller makes recommendations for improving University-wide financial management, directs financial audits, ensures compliance with state and federal regulations, and provides strong leadership and management skills while effectively supervising staff and building an effective team. Oversees and supervises the Director of Business Services and the multi-fund accounting systems; operating fund, restricted fund, Perkins loan fund and Plant funds.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns, used and implements changes of operating practices of the department and Heritage University as needed.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Prepares monthly internal budget and financial information used for various financial reports for internal and external users.
5. Monitors cash flow to provide information on daily cash position and use of resources for providing cash maintaining compliance with such resources.
6. Oversees the internal control functions of the University implementing changes as needed.
7. Oversees the internal budget processes to support the CFO in the annual budget process and monitoring of budgets during the year.
8. Oversees the external audit, preparation of annual financial statements and audit report of the University and the University 403(b) retirement plan. Completes other external reports and oversight as needed.
9. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the Business Office's overall goals and objectives; directs and oversees the hiring, development, management, and evaluation of staff.
10. Ensures compliance and oversight of tax exempt bond financing and accounting.

11. Oversees compliance with federal guidelines and A-133 Audits of States, Local Government, and Non-Profit Organizations and other guides as required. Ensures controls are in place and adhered to across the University and performs internal audit checks and balances as needed to maintain compliance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.
2. Oversees donor and endowment accounting, annual scholarship budgeting, spending rate and coordinates communications with Advancement.
4. Prepare or review Forms 990, 5500, Charitable Solicitations
5. Supervises and provides annual evaluations for direct reports.

**KNOWLEDGE, SKILLS AND QUALIFICATIONS REQUIRED:**

**Knowledge:**

Knowledge of accounting standards related to not for profits and universities; federal, state, and local laws and regulations are strongly preferred.

Knowledge of generally accepted accounting principles (GAAP), government regulations, and industry best practices.

**Skills:**

Effective leader and people manager with demonstrated abilities to mentor subordinates, build strong collegial relationships across all levels of the organization, and lead effective work groups.

Exceptional interpersonal, written and verbal communication skills.

Proficient in complex accounting systems and possess strong understanding of the use and potential of technology in the area of financial management.

**Qualifications:**

At least 6 years of increasingly responsible professional experience and management in higher education or similar institutions required.

Bachelor's degree in Accounting, Finance or related field; CPA

**Interested and qualified applicants may submit  
Heritage University Employment Application (*required*)  
and  
Resume and Letter of Interest and Three References  
to:**

**[humanresources@heritage.edu](mailto:humanresources@heritage.edu)**

**or**

**Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948**

**Position Opened Until Filled**